

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** January 2, 2013

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JANUARY 2, 2013 WEEKLY REPORT**

With the winter recess, the Neighborhood and Business Improvement District did not have any matter considered. On December 20, 2013, the Acting Chief met with several of the BID Executive directors relative to plans for the of the business improvement district program. The Neighborhood and Business Improvement Division staff, in addition to the City Attorney's Office, continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following Business Improvement Districts: Byzantine Latino Quarter, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village and proposed Pacific Palisades. The 27 of the 33 property-based business improvement districts are required by law to submit Annual Planning Reports, consistent with their Management District Plans, which describes the programs and services planned for the 2014 calendar year. The Division has 27 of the required reports and four of the Annual Reports from the one tourism-based and five merchant-based business improvement districts. The two outstanding reports are due later in the year.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** January 8, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JANUARY 8, 2014 WEEKLY REPORT**

The Neighborhood and Business Improvement Division (NABID) staff, in addition to the City Attorney's Office, continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following Business Improvement Districts: Byzantine Latino Quarter, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village and proposed Pacific Palisades.

The NABID has received the required Annual Planning Reports. The BID Analysts are reviewing the reports for consistency with the Management District Plans and State law and requesting revisions of the business improvement districts as required.

Two Annual Reports and five Annual Planning Reports were submitted for Council Committee and Council consideration.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: August 8, 2013

TO: Holly L. Wolcott, Executive Officer  
Office of the City Clerk

FROM: Miranda Paster, Acting Chief  
Administrative Services Division

SUBJECT: **JULY MONTHLY REPORT**

Business Improvement Districts

During the month of July, the City Council adopted the renewal Ordinances for the Fashion District, Historic Downtown, and Westwood Business Improvement Districts, as well as the new Ordinance for the Melrose Business Improvement District. Administrative staff attended many meeting relative to the creation of a new Arts District and Reseda Boulevard Business Improvement District. The L.A. BID Consortium held its monthly meeting at the new Economic and Workforce Development Department. Several meetings have been held relative to the transfer of the Special Assessments Section to the new department.

Personnel Activities

The Personnel Section successfully processed 138 terminations 183 new hire documents and 151 transfer documents for the staff of the elected officials leaving and entering office as of July 1, 2013. The staff answered many questions and provided personnel and payroll orientation trainings to the staff of newly elected officials, as well as to departing staff on personnel related matters.

Fiscal Activities

The Fiscal Section implements end of fiscal year and new fiscal year financial transactions as required by the Controller and CAO. The funding allotments were prepared for the new fiscal year in the FMS system. Reversion worksheets were prepared and submitted to the Controller's Office for the City Clerk, Mayor and Council. Orientation on fiscal procedures was provided to the new Council staff. Three contracts were prepared for AB1290 funds and one contract for CD 8 area sidewalk maintenance (CD 8).

General City Purposes (GCP) Budget

Two contracts were drafted and an additional contract executed. Many GCP packets (30) were mailed during the month of July.

Three Public Records Act requests were processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: September 10, 2013

TO: Holly L. Wolcott, Interim City Clerk

FROM: Miranda Paster, Acting Chief  
Administrative Services Division

SUBJECT: **AUGUST MONTHLY REPORT**

Business Improvement Districts

During the month of August, the City Council adopted the renewal of assessments Ordinance for the Chatsworth Merchant-based Business Improvement District. The Economic Development Committee approved the 2013 Annual Planning Reports for the Hollywood Entertainment District, Historic Downtown and Westchester Town Center Business Improvement Districts. Administrative staff attended a meeting relative to the creation of a new Central Avenue Business Improvement District and have reviewed several drafts of reports for the proposed Arts District Los Angeles and Lincoln Village Business Improvement Districts. Meetings have continued relative to the transfer of the Special Assessments Section to the new Economic and Workforce Development department.

Personnel Activities

The Personnel Section successfully processed 26 terminations, 57 new hire documents and 6 transfer documents for the staff of the elected officials leaving and entering office after July. The staff continued to answer questions and provide personnel and payroll orientation trainings to the staff of the new elected officials, as well as to departing staff on personnel related matters.

Fiscal Activities

A revised reversion worksheet was prepared and submitted to the Controller's Office for the Mayor's Office. The Council fund rollover process from FY 2012-13 to 2013-14 began. One-on-one orientation meetings on fiscal procedures continued with new Council staff. Two contracts were prepared for AB1290 funds.

General City Purposes (GCP) Budget and Trust Fund

Three GCP contracts were executed. Many GCP packets (46) were mailed during the month of August. One Supplemental Agreement was executed for the trust fund account.

Three Public Records Act requests were processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: October 25, 2013

TO: Holly L. Wolcott, Interim City Clerk

FROM: Miranda Paster, Acting Chief  
Administrative Services Division

SUBJECT: **SEPTEMBER MONTHLY REPORT**

Business Improvement Districts

During the month of September, the City Council adopted the 2013 Annual Planning Reports for the Hollywood Entertainment District, Historic Downtown and Westchester Town Center Business Improvement Districts. Special Assessments Section staff attended a meeting relative to the creation of the proposed Hollywood Route 66 Business Improvement District. They have continued to review drafts of reports for the proposed Arts District Los Angeles and Lincoln Village Business Improvement Districts.

Personnel Activities

The Personnel Section, in coordination with the Personnel Department, facilitated the last new hire orientation workshop for elected officials' staff. Staff participated in a Documentation and Records Retention Webinar. The staff continued to answer questions and provide assistance with Family Medical Leave, Workers Compensation, and other concerns related to employment personnel in City Clerk, Council and Mayor's Office.

Fiscal Activities

The monthly expenditure report was prepared and provided to the Division Heads. The Council fund rollover process from FY 2012-13 to 2013-14 was completed. Continued one-on-one orientation meetings on fiscal procedures continued with new Council staff.

General City Purposes (GCP) Budget, AB1290 and Trust Fund

One GCP and one AB 1290 contract was drafted. Many GCP packets (54) were mailed during the month of September. One Supplemental Agreement was executed for the trust fund account.

Two Public Records Act requests were processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: November 14, 2013

TO: Holly L. Wolcott, Interim City Clerk

FROM: Miranda Paster, Acting Chief  
Administrative Services Division

SUBJECT: **OCTOBER MONTHLY REPORT**

Business Improvement Districts

During the month of October, the City Council adopted the 2013 Annual Planning Reports for the Downtown Industrial Business Improvement District. Special Assessments Section staff attended a meeting relative to the creation of proposed El Sereno and El Savador Corridor Business Improvement Districts. They have continued to review drafts of reports for the proposed Arts District Los Angeles and Lincoln Village and renewals of the Greater Leimert Village/Crenshaw Corridor, Byzantine Latino Quarter, Panorama City Business Improvement Districts.

Personnel Activities

The Personnel Section has coordinated the Sexual Harassment training for City Clerk, Offices of the Mayor and Council personnel. The staff continues to answer questions and provide assistance with Family Medical Leave, Workers Compensation, and other concerns related to employment personnel in City Clerk, Council and Mayor's Office.

Fiscal Activities

The monthly expenditure report was prepared and provided to the Division Heads. The staff began budget preparations for the FY2014-15. The staff continues to provide trust fund and GCP account balances and providing accounting document approvals.

General City Purposes (GCP) Budget, AB1290 and Trust Fund

Three GCP and one AB 1290 contract was drafted. Many GCP packets (87) were mailed during the month of October. Two contract amendments were drafted for the trust fund accounts.

One Public Records Act request was processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: December 10, 2013

TO: Holly L. Wolcott, Interim City Clerk

FROM: Miranda Paster, Acting Chief  
Neighborhood and Business Improvement District Division

SUBJECT: **NOVEMBER MONTHLY REPORT**

Business Improvement Districts

During the month of November, the City Council adopted the 2013 Annual Planning Report for the Panorama City Business Improvement District. The Economic and Workforce Development Committee continued the report from Arts District LA relative to establishing a new Arts District LA business improvement district. The old Arts District BID was dissolved in May after a court decision. The Division continued to review drafts of reports for the proposed Lincoln Village and renewals of the Greater Leimert Village/Crenshaw Corridor, Byzantine Latino Quarter, North Hollywood and Panorama City Business Improvement Districts. With the December 1, 2013 deadline for submission of Annual Planning Reports to the Division, several reports were received and are being reviewed to ensure compliance with applicable requirements.

Staff met with Councilmember Price to review the process for establishing a business improvement district, as well as the outreach required to facilitate the required petition signers. The proposed Central Avenue BID is in Council District 9.

The Los Angeles BID Consortium was held on Thursday, November 21, 2013 at the California Hospital Women's Health Center. The Los Angeles BID Consortium agenda included following topics of concern to BIDs: a statewide task force addressing general v. special benefits, San Diegans for Open Government Case (Proposition 26), proposed legislation of sidewalk vending; government outreach, and Public Works (relative to increased cooperation between Public Works and BIDs).

City Clerk staff attend two meetings at the Economic and Workforce Development Department (EWDD) relative to the transfer of the Business Improvement District Division to EWDD. Due to space and improvement issues, the transfer of the Neighborhood and Business Improvement District Division to the EWDD will be delayed until the new fiscal year. The Department of General Services provided assistance by providing space for the storage of two trucks and 12 bicycles formerly the property of the Arts District BID. After Council approval, the vehicles will be sold with the proceeds refunded to the Arts District stakeholders.

One Public Records Act request was processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** December 5, 2013

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: DECEMBER 4<sup>TH</sup> WEEKLY REPORT**

Please note that we met with the Mayor's office relative to NABIDD implementing the billing of development agreement fees from former CRA properties for Recreation and Parks and indicated our willingness to assist. Staff met with BID proponents for the proposed Central Avenue BID. Staff are in the process of reviewing Plans for the renewals of the following BIDs: Byzantine Latino Quarter, Panorama City, Arts District CCLA and Greater Leimert Park Village.



**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** December 11, 2013

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: DECEMBER 11, 2013 WEEKLY REPORT**

Neighborhood and Business Improvement Division staff met with the proponents for the proposed Central Avenue Business Improvement District relative to stipulations for the release of a Request for Proposal for a consultant study to create a new business improvement district. The staff met with the General Manager and other personnel of the Economic and Workforce Development Department (EWDD) to discuss the delay in the transfer of the Division to EWDD.

The Neighborhood and Business Improvement Division staff, in addition to the City Attorney's Office, continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following Business Improvement Districts: Byzantine Latino Quarter, Panorama City, Arts District CCLA, North Hollywood and Greater Leimert Park Village. The 27 of the 33 property-based business improvement districts are required by law to submit Annual Planning Reports, consistent with their Management District Plans, which describes the programs and services planned for the 2014 calendar year. The reports are due by December 1, 2013. The Division has 15 of the required reports and three of the Annual Reports from the one tourism-based and five merchant-based business improvement districts. A few extensions were requested. The BID Analysts will notify those business improvement districts which are not in compliance.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** December 18, 2013

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: DECEMBER 18, 2013 WEEKLY REPORT**

Neighborhood and Business Improvement Division staff met with personnel of the Economic and Workforce Development Department (EWDD) during a tour of the Garland Building on December 12, 2013. The staff was concerned about the time it takes to get to the Garland Building and the potential locale slated for the transfer of the Division. The Economic Development Committee approved the proposed Arts District LA Business Improvement District and the delay in the transfer of the Neighborhood and Business Improvement Division positions to EWDD but did not approve the positions to make it whole as requested in CF 13-0600-S25. The Acting Chief met with the new Chair of the Los Angeles BID Consortium, Jessica Lall of the South Park Business improvement District, to discuss plans for meetings in the 2014 year. The assigned BID Analyst prepared amendments to the Request for Proposals to select a consultant for the proposed Central Avenue Business Improvement District.

The Neighborhood and Business Improvement Division staff, in addition to the City Attorney's Office, continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following Business Improvement Districts: Byzantine Latino Quarter, Panorama City, Arts District CCLA, North Hollywood and Greater Leimert Park Village. The 27 of the 33 property-based business improvement districts are required by law to submit Annual Planning Reports, consistent with their Management District Plans, which describes the programs and services planned for the 2014 calendar year. The reports are due by December 1, 2013. The Division has 17 of the required reports and three of the Annual Reports from the one tourism-based and five merchant-based business improvement districts. The BID Analysts notified the 13 business improvement districts which were not in compliance. Due to the requirement for Board approval of the reports and the board meetings scheduled later in December, several of the business improvement districts requested extensions.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: January 3, 2014

TO: Holly L. Wolcott, Interim City Clerk

FROM: Miranda Paster, Acting Chief  
Neighborhood and Business Improvement District Division

SUBJECT: **DECEMBER MONTHLY REPORT**

Business Improvement Districts

During the month of December, the Economic Development Committee and City Council approved the Ordinance of Intention to establish the proposed Arts District Los Angeles Business Improvement District and approved a report to delay the transfer of the staff of the Neighborhood and Business Improvement District Division to the Economic and Workforce Development Department until July 2014. The Division continued to review drafts of Management District Plans and Engineer reports for the proposed Arts District Community Council Los Angeles, Lincoln Village and Pacific Palisades, as well as reports for the renewals of the Greater Leimert Park Village/Crenshaw Corridor, Byzantine Latino Quarter, North Hollywood and Panorama City Business Improvement Districts. Staff met with the consultant that prepared the renewal documents for the Greater Leimert Park Village/Crenshaw Corridor and North Hollywood Business Improvement Districts for review of the submitted reports. A conference call was held for the review with the consultant for the proposed Arts District Community Council Los Angeles Business Improvement District. A total of 27 Annual Planning Reports listing the business improvement districts' service plans for the 2014 year were received and will be reviewed to ensure compliance with applicable requirements and state law. Two Annual Planning reports (property-based BIDs) and two Annual Reports (merchant-based BIDs) were submitted for Council consideration.

Staff met with the proponents for the proposed Central Avenue Business Improvement District located in Council District 9 to review the draft Request for Proposals (RFP) to hire a consultant for BID establishment activities. The RFP was released on December 24, 2013 with a deadline of January 29, 2014 for proposal submittal. For, business improvement districts expiring on December 31, 2014, reminder letters of report due dates were mailed. Those business improvement districts expiring in 2014 are as follows: Downtown Industrial, Sherman Oaks Village, Hollywood Media, Sherman Oaks Village, Studio City and North Hollywood Business Improvement Districts.

The Los Angeles BID Consortium did not have a formal meeting in December.

The Neighborhood and Business Improvement District Division staff met at the Economic and Workforce Development Department (EWDD) for a tour of the new space for the Division. The Personnel Department provided a workshop entitled, "Preparing for Change – Embracing the Challenge" for the staff in light of the concerns with moving to the Economic and Workforce Development Department and changing location.

One Public Records Act request was processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** January 15, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JANUARY 15, 2014 WEEKLY REPORT**

The Neighborhood and Business Improvement Division (NABID) staff, in addition to the City Attorney's Office, continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following Business Improvement Districts: Downtown Industrial District, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village and proposed Pacific Palisades.

The City Attorney's Office approved the reports for the Byzantine Latino Quarter Business Improvement renewal.

The BID Analysts are reviewing the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and requesting revisions of the business improvement districts as required.

Two Annual Reports and six Annual Planning Reports have been submitted for Council Committee and Council consideration.

The Los Angeles BID Consortium meeting was held on January 9, 2014. Commissioner Kevin James attended as a guest speaker for Public Works.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** January 22, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JANUARY 22, 2014 WEEKLY REPORT**

The Neighborhood and Business Improvement Division (NABID) staff, in addition to the City Attorney's Office, continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following Business Improvement Districts: Downtown Industrial District, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village and proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and requesting revisions of the business improvement districts as required.

Staff participated in a conference call with the consultant to communicate the results of the review of reports for the proposed Panorama City Business Improvement District 2014 renewal.

A Request for Proposal was released and placed on BAVN to select a consultant for the proposed Central Avenue Business Improvement District.

A meeting with held with the consultant and Executive Director relative to the 2016 renewal for the Gateway to LA Business Improvement District.

Personnel from the Economic and Workforce Development Department met with NABID to review current space allocation and needs for the move new fiscal year.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** January 29, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JANUARY 29, 2014 WEEKLY REPORT**

The Neighborhood and Business Improvement Division (NABID) staff, in addition to the City Attorney's Office, continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following Business Improvement Districts: Downtown Industrial District, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village and proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and request revisions of the business improvement districts as required.

Staff participated in a conference call to communicate the results of the review of reports with the consultant for the proposed Pacific Palisades Business Improvement District 2014.

A meeting with held with the Systems Division to request changes to the BID Module.

The City Clerk report for the renewal of the Byzantine Latino Quarter Business Improvement District was forwarded to Council and Public Services for Council consideration.

At the January 28, 2014 Economic Development Committee meeting, an overview of the NABID program was provided and the Committee approved several Annual Planning reports, the reconfirmation of the Los Feliz and Wilshire Center merchant-based and the renewal of the Byzantine Latino Quarter – Pico Boulevard Business Improvement Districts.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: February 7, 2014

TO: Holly L. Wolcott, Interim City Clerk

FROM: Miranda Paster, Acting Chief  
Neighborhood and Business Improvement District Division

SUBJECT: **JANUARY MONTHLY REPORT**

**Business Improvement Districts**

During the month of January, the Economic Development Committee approved the Ordinances of Intention for the renewal of the Byzantine Latino Quarter and reconfirmation of the Los Feliz and Wilshire Center Business Improvement Districts, the Annual Planning Reports for the Gateway to L.A., Studio City, Greater Chinatown, Downtown Center, Highland Park and Los Angeles Tourism Marketing District Business Improvement Districts as well as authorized the sale of assets for the Arts District Business Improvement District. At the meeting, the Chair requested information on establishing Business Improvement Districts and requested the needs of the Business Improvement District Program.

The Division continued to review drafts of Management District Plans and Engineer reports for the proposed Arts District Community Council Los Angeles, Lincoln Village and Pacific Palisades, as well as reports for the renewals of the Byzantine Latino Quarter, Greater Leimert Park Village/Crenshaw Corridor, North Hollywood, Panorama City, Studio City, and Sherman Oaks and Hollywood Media Business Improvement Districts with the Technical Research Unit reviewing the data submitted for the plans. Staff held conference call meetings with the consultants relative to renewal documents for the Pacific Palisades, Downtown Industrial, and North Hollywood Business Improvement Districts for review of the submitted reports. A conference call was held for the review with the consultant for the proposed Arts District Community Council Los Angeles Business Improvement District.

Staff met with the proponents for the proposed Central Avenue Business Improvement District located in Council District 9 to review the draft Request for Proposals (RFP) to hire a consultant for BID establishment activities. The RFP was rereleased (and placed on BAVN) on January 14 2014 with a deadline of February 12, 2014 to submit proposals.

The Los Angeles BID Consortium met on January 9, 2014.

The Economic and Workforce Development Department (EWDD) staff met with Neighborhood and Business Improvement District Division staff to determine spacing requirements for relocation of the BID program. The status of Council additional authorized positions from CF 13-0600-S25 was requested.

One Public Records Act request was processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** February 5, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: FEBRUARY 5, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** - The Neighborhood and Business Improvement Division (NABID) staff, in addition to the City Attorney's Office, continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following Business Improvement Districts: Downtown Industrial District, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood media and the proposed Pacific Palisades.

The City Attorney was informed of the priority for the expired Arts District CCLA, Panorama City and Greater Leimert Park Village Business Improvement Districts.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and request revisions of the business improvement districts as required.

Staff participated in a conference call to communicate the results of the review of reports with the consultant for the renewal of the North Hollywood and Downtown Industrial Business Improvement Districts.

The following reports are scheduled for the February 5, 2014 City Council meeting after consideration at the Economic Development Committee's BID Day on January 28, 2014: the Annual Planning reports for the Gateway to LA, Studio City, and Greater Chinatown property based Business Improvement Districts, the reconfirmation of the merchant-based Los Feliz and Wilshire Center Business Improvement Districts.



**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** February 12, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: FEBRUARY 12, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** - Staff and the City Attorney continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and request revisions of the business improvement districts as required.

On February 5, 2014, Council adopted the Annual Planning reports for the Gateway to LA, Studio City, and Greater Chinatown, property based Business Improvement Districts and Ordinances of Intention for the reconfirmation of the merchant-based Los Feliz and Wilshire Center Business Improvement Districts.

On February 11, 2014, Council adopted the Ordinance of Intention for the Byzantine Latino Quarter renewal and Annual Planning reports for the Downtown Center and Highland Park Business Improvement Districts and Motion to sell the assets of the dissolved Arts District Business Improvement District.

On February 11, 2014, the Economic Development Committee approved the Annual Planning reports for the Canoga Park, Larchmont and Figueroa Corridor property based Business Improvement Districts.

On February 6 & 14, 2014, a meeting was held to discuss a pilot project on Street and Sidewalk Vending pursuant to Motion (Huizar-Price-Buscaino; CF 13-1493).

On February 12, 2014 a meeting was held with Controller, EWDD and City Clerk relative to the transition of FMS activities for Neighborhood and Business Improvement District Division in July 2014.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** February 19, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: FEBRUARY 19, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** - Staff and the City Attorney continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports for consistency with their Management District Plans and State law and requested revisions of the business improvement districts as required.

Staff attended a meeting, on February 6 & 14, 2014, to discuss a pilot project on Street and Sidewalk Vending pursuant to Motion (Huizar-Price-Buscaino; CF 13-1493).

On February 12, 2014, a meeting was held with Controller, EWDD and City Clerk relative to the transition of FMS activities for Neighborhood and Business Improvement District Division in July 2014.

The LA BID Consortium meeting was held on February 13, 2014 at City Hall.

Staff held a teleconference with the City Attorney to review the Arts District CCLA reports with scheduling attempts made with the consultant for a meeting on February 13, 2014.

On February 19, 2014, a teleconference was held with the City Attorney to review the Panorama City renewal followed by a subsequent meeting with the consultant for review.

Two Public Records Act requests were processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** February 26, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: FEBRUARY 26, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** - Staff and the City Attorney continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and request revisions of the business improvement districts as required.

Staff held a teleconference with the City Attorney to review the proposed Pacific Palisades Business Improvement District reports with and with the consultant on February 24, 2014.

On February 25, 2014, the Council adopted the Annual Planning reports for the Figueroa Corridor, Larchmont Village and Historic Canoga Park property based Business Improvement Districts.

The proposed Arts District LA property based Business Improvement District's public hearing was held in Council on February 25, 2014.

The position descriptions, pursuant to the action adopted on CF 13-0600-S25, and memo to the CAO and Personnel department were completed and forwarded for review and approval.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** March 5, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: MARCH 5, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** - Staff and the City Attorney continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and request revisions of the business improvement districts as required.

The Arts District CCLA withdrew its reports submitted to create an alternative to the Art District LA District.

On February 27, 2014, staff held a teleconference with the City Attorney to review the Downtown Industrial District, Sherman Oaks Village, Studio City, and Hollywood Media renewal Business Improvement District reports.

Meetings were held with the consultants on February 27, March 4, and 5, 2014 for the Downtown Industrial District, Sherman Oaks Village, Studio City, and Hollywood Media renewal Business Improvement Districts.

On March 4, the Council adopted the Ordinance of Establishment to reconfirm the assessments for the Wilshire Center and Los Feliz Business Improvement Districts.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** March 10, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: MARCH 10, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** - Staff and the City Attorney continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and request revisions of the business improvement districts as required.

On March 6, 2014, staff held a teleconference with the City Attorney to review the North Hollywood and Hollywood Media Business Improvement District renewal reports.

Meetings were held with the consultants on March 6, 2014 for the North Hollywood and Hollywood Media Business Improvement District renewals.

On March 6, 2014, the BID Analyst attended the Brentwood BIDs Annual meeting.

On March 7, 2014, staff held a teleconference with the City Attorney to review the Panorama City Business Improvement District renewal reports.

A meeting was held on March 10, 2014 with CD 13 and proponents for a new Santa Monica Boulevard business improvement district.

One Public Records Act request was made and processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** March 19, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: MARCH 19, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** - Staff and the City Attorney continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and request revisions of the business improvement districts as required.

On March 18, 2014, staff held a teleconference with the City Attorney to review the North Hollywood Business Improvement District renewal reports.

Meetings were held with the consultants on March 18, 2014 for the North Hollywood Business Improvement District renewal.

The LA BID Consortium met on March 13, 2014. Controller Galperin was the guest speaker.

One Public Records Act request was made and processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** April 1, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: MARCH 26, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** - Staff continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and request revisions of the business improvement districts as required.

On March 24, 2014, a meeting was held with a staff person of Council District 4 to discuss concerns with Hollywood Media District and expediting review with the City Attorney.

A teleconference meeting was held with the consultant on March 27, 2014 for the Hollywood Media District Business Improvement District renewal relative to boundary and general benefit concerns.

On March 28, 2014, a meeting was held with CIVITAS to discuss the Los Angeles Tourism Marketing District renewal.

One Public Records Act request was made and processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** April 1, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: APRIL 2, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** - Staff continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and request revisions of the business improvement districts as required.

On March 24, 2014, a meeting was held with a staff person of Council District 4 to discuss concerns with Hollywood Media District and expediting review with the City Attorney.

A teleconference meeting was held with the consultant on March 27, 2014 for the Hollywood Media District Business Improvement District renewal relative to boundary and general benefit concerns.

On March 28, 2014, a meeting was held with CIVITAS to discuss the Los Angeles Tourism Marketing District renewal.

One Public Records Act request was made and processed.



**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** April 9, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: APRIL 9, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** - Staff continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

The BID Analysts continue to review the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law and request revisions of the business improvement districts as required.

Staff has been working with the CAO to discuss the requirements for invoicing developer agreement fees for the Grand Hope Park and other properties. On April 8, 2014, the matter was considered by the IT&GS Committee with the transfer of CRA properties to the City.

A meeting was held with the City Attorney staff on April 3, 2014 relative to boundary and survey concerns (general benefits) which obstruct their approval of Engineer's Reports for renewing business improvement districts.

On April 8, 2014, the public hearing was held in Council and ballot tabulation was conducted for the Byzantine Latino Quarter renewal.

On April 8, 2014, the Economic Development Committee approved the Annual Report for the Little Tokyo merchant-based Business Improvement District and Annual Planning Reports for the East Hollywood, Century City, North Hollywood and Tarzana Safari Walk Business Improvement Districts.

Three Public Records Act requests were made and processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** April 15, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: APRIL 15, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The billing unit is working with the Systems Division to upload data to invoice the Los Feliz and Wilshire Center Merchant-based business improvement districts.

The Technical Research Unit continues to review data submissions for the business improvement districts renewals.

On April 9, 2014, the Council adopted the Ordinance of Establishment for the Byzantine Latino Quarter business improvement district renewal.

A teleconference meeting was held with the consultant for the Downtown Industrial District Business Improvement District renewal relative to boundary and general benefit concerns on April 9, 2014.

On April 10, 2014, a consultant meeting was held to review the Management District Plans and Engineer's Reports for the Studio City and Sherman Oaks business improvement districts.

On April 14, 2014, staff worked with a USC graduate student to answer questions relative to her thesis project on the establishment of business improvement districts.

One Public Records Act request was made and processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** April 22, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: APRIL 22, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The billing unit continues to work with the Systems Division to upload data to invoice the Los Feliz and Wilshire Center Merchant-based business improvement districts.

The Technical Research Unit continues to review data submissions for the business improvement districts renewals.

On April 10, 2014, a consultant meeting was held to review the Management District Plans and Engineer's Reports for the Studio City and Sherman Oaks business improvement districts.

Staff met with the CLA and CD 7 representatives to discuss the Panorama City BID renewal and a potential loan.

On April 17, 2014, staff participated in the Wellness Works Workplace Mental Health Program workshop.

One Public Records Act request was made and processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** April 29, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: APRIL 29, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The Technical Research Unit continues to review data submissions for the business improvement districts renewals.

On April 23, 2014, the Council adopted the Annual Report for the Little Tokyo merchant-based Business Improvement District and Annual Planning Reports for the East Hollywood, Century City, North Hollywood and Tarzana Safari Walk Business Improvement Districts.

On April 23, 2014, invoices were mailed for the Wilshire Center merchant-based business improvement district, with Los Feliz mailed on April 17, 2014.

The Civil Service Commission approved the allocation of an Accounting Clerk II for the Neighborhood and Business Improvement District Division on April 24 2014.

A teleconference was held with the City Attorney representative, Board President and consultant, on April 24, 2014, relative to the Hollywood Media District renewal.

On April 24, 2014, staff participated in the City Clerk CompStat meeting.

Staff attended a meeting with DWP and Chair of the LA BID Consortium relative to acceptance of a grant for the business improvement districts on April 28, 2014.

One Public Records Act request was made and processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** May 7, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: MAY 7, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

Staff has been working with the CAO to discuss the requirements for invoicing developer agreement fees for the Grand Hope Park and other CRA property transfer to the City. On May 6, 2014, the matter (Cf 13-1482) was considered by Council.

The Technical Research Unit continues to review data submissions for the business improvement districts renewals and a special investigation of the Village Green parcel in the proposed Pacific Palisades improvement districts.

On April 28, 2014, the City Attorney approved the Downtown Industrial District business improvement district's Ordinance of Intention to renew.

On April 29, 2014, the public hearing notices were mailed for the Little Tokyo merchant-based business improvement district, with hearing date of May 20, 2014.

On April 29, 2014, a Bill Response Report was prepared for AB 2618 as amended relative to its intention to clarify General Benefit issues. The recommendations support the bill if amended to exclude residential parcels with 1 to 4 units and to further clarify the General Benefit definition.

A teleconference was held with the consultant, on May 1, 2014, relative to the Village at Sherman Oaks business improvement district renewal.

On May 2, 2014, a teleconference was held with the consultant for the Studio City business improvement district renewal.

Staff participated in the Budget and Finance Committee's budget hearings on May 5, 2014.

A teleconference was held with the consultant, on May 6 and 7, 2014, relative to the Hollywood Media District business improvement district renewal.

One Public Records Act request was made and processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** May 13, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: MAY 13, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

On May 7, 2014, staff attended a steering committee meeting for the proposed Central Avenue business improvement district.

The LA BID Consortium was held on May 8, 2014.

On May 9, 2014, Brown Act training was provided for the new Arts District business improvement district's board.

A teleconference was held with the consultant, on May 13, 2014, relative to the Studio City business improvement district renewal.

Staff participated in the Budget and Finance Committee's budget hearings on May 8, 2014.

On May 13, 2014, the City Attorney signed the Ordinance of Intention for the Hollywood Media District business improvement district renewal.

The Economic Development Committee considered Street and Sidewalk Vending legalization (CF 13-1493) which is the cause of great concern for the business improvement districts. Several report backs were requested from the affected departments and the working group.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** May 19, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: MAY 19, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

On May 16, 2014, staff attended a steering committee meeting for the Downtown Revolution sponsored by the South Park business improvement district and the Treasures of Downtown by the Downtown Center business improvement district on May 15, 2014.

Teleconferences were held with consultants, on May 15 & 16, 2014, relative to the Sherman Oaks, Studio City and North Hollywood business improvement district renewals.

On May 20, 2014, the Economic Development Finance Committee approved the Annual Planning Reports for the Old Granada Village, Lincoln Heights Industrial Zone and Sunset and Vine business improvement districts.

On May 20, 2014, the Council adopted the Ordinance of Establishment for the Little Tokyo merchant-based business improvement district.

One public records act request was processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** May 27, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: MAY 27, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

On May 20, 2014, staff attended a meeting with the City Attorney for the proposed Pacific Palisades business improvement district establishment.

On May 22, 2014, the Civil Service Commission approved the allocation of a Management Analyst and reallocation of the Senior Management Analyst II to a Chief Management Analyst for the Neighborhood and Business Improvement District Division.

A teleconference was held with the consultant, on May 28, 2014, relative to the proposed Pacific Palisades business improvement district establishment.

On May 27, 2014, the Economic Development Committee approved the renewal Reports for the Hollywood Media District and Downtown Industrial District business improvement districts.

On May 28, 2014, the Council adopted the Annual Planning Reports of the Old Granada Village, Lincoln Heights Industrial Zone and Sunset and Vine business improvement districts.

Grant Acceptance Report submitted for Council consideration for the Los Angeles business improvement districts from the Los Angeles Department of Water and Power on May 28, 2014.

One public records act request was processed and mailed.



**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** June 3, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JUNE 3, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The deadline for the 28 existing (six are in the renewal process) property-based business improvement districts to submit assessment data for the 2015 property tax rolls is June 1, 2014. The Technical Research Unit has begun to review the data.

On June 2, 2014, a teleconference was held with the consultant relative to the North Hollywood and Greater Leimert Park business improvement district renewals.

A teleconference was held with the consultant relative to the Studio City business improvement district renewal on June 3, 2014.

June 3, 2014, the City Attorney was requested to review and approve the Management District Plans and Engineer's Reports, as well as the Ordinances of Intention, for the North Hollywood and Greater Leimert Park business improvement district renewals to ensure placement on the June 10, 2014 Council agenda.

On June 4, 2014, the Hollywood Media District and Downtown Industrial District business improvement districts renewals are scheduled for Council.

A meeting is planned with the Little Tokyo merchant-based BID to discuss the potential assessment methodology in light of the planned elimination of the business tax as mentioned in the budget deliberations on June 3, 2014.

A teleconference is to be held with the consultant relative to the Studio City business improvement district renewal on June 5, 2014.

One public records act request was processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** June 10, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JUNE 10, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The Technical Research Unit continues to review the assessment data for the 2015 property tax rolls.

A meeting was held on June 9, 2014 with the proponent group for a proposed Venice Board Walk business improvement district in the CD 11 field office.

On June 10, 2014, the Economic Development Committee approved the North Hollywood and Greater Leimert Park business improvement district renewals.

A teleconference was held with the consultant relative to the Studio City business improvement district renewal on June 10, 2014.

On June 9, 2014, the City Attorney reviewed the Engineer's Report for the Studio City business improvement district renewal.

The Council approved the North Hollywood and Greater Leimert Park business improvement district renewals on June 11, 2014.

Proposition 218 ballot mailings are planned for the following business improvement district renewals Downtown Industrial District on June 9, 2014; Hollywood Media District on June 10, 2014, Greater Leimert Park Village on June 12, 2014 and North Hollywood on June 12, 2014.

The LA BID Consortium meeting was held on June 12, 2014.

A meeting is planned with a representative of the City San Diego BID program on June 12, 2014.

Two public records act requests were processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** June 17, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JUNE 17, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The Technical Research Unit continues to review the assessment data for the 2015 property tax rolls.

On June 17, 2014, the Council adopted the Ordinance of Intention for the Studio City business improvement district renewal for which consideration was waived by the Economic Development Committee.

A meeting is planned with a City Attorney for June 18, 2014 to review the business improvement district renewals.

Proposition 218 ballot mailings are planned for the Studio City business improvement district renewal on June 18, 2014.

The N&BID Compstat meeting is scheduled for June 19, 2014.

One public records act request was processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** June 24, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JUNE 24, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of Panorama City and Sherman Oaks BIDs and establishment of the Pacific Palisades and Lincoln Village BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The Hollywood Entertainment District's Annual Planning Report and Wilmington's merchant-based Annual Report were submitted for Council consideration.

The Accounts Receivable/Billing unit is processing returned mail from hearing notice and Proposition 218 ballot mailings for the Hollywood Media District, Downtown Industrial District, North Hollywood, Greater Leimert Park and Studio City business improvement district renewals.

The Technical Research Unit continues to review the 2015 assessment data of continuing BIDs for the County's property tax rolls.

A meeting was held with the City Attorney on June 23, 2014 to review the business improvement district renewals. A follow-up meeting is scheduled for June 27, 2014.

On June 26, 2014, a meeting is planned with the BID proponents for the proposed Echo Park Business Improvement District.

One public records act request was processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** July 2, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JULY 2, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of Panorama City and Sherman Oaks BIDs and establishment of the Pacific Palisades and Lincoln Village BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The Accounts Receivable/Billing unit continued to process returned mail from hearing notice and Proposition 218 ballot mailings for the Hollywood Media District, Downtown Industrial District, North Hollywood, Greater Leimert Park and Studio City business improvement district renewals.

The Technical Research Unit continues to review the 2015 assessment data of continuing BIDs for the County's property tax rolls.

On July 2, 2014, the Los Angeles Tourism Marketing District's Annual Planning report was submitted for Council consideration.

No unexcused absences occurred on July 1, 2014.

Two public records act requests were processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** July 8, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JULY 8, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of Panorama City and Sherman Oaks BIDs and establishment of the Pacific Palisades and Lincoln Village BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The Accounts Receivable/Billing unit continues to process returned mail from hearing notice and Proposition 218 ballot mailings for the Hollywood Media District, Downtown Industrial District, North Hollywood, Greater Leimert Park and Studio City business improvement district renewals.

The Technical Research Unit continues to review the 2015 assessment data of continuing BIDs for the County's property tax rolls.

On July 10, 2014, the Los Angeles BID Consortium meeting was held.

Teleconference meetings are scheduled at 9 am on July 9, & 11, 2014 to discuss the proposed Central Avenue Business Improvement District.

Two public records act requests were processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** July 15, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JULY 15, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of Panorama City and Sherman Oaks BIDs and establishment of the Pacific Palisades and Lincoln Village BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The Accounts Receivable/Billing unit continues to process returned mail from hearing notice and Proposition 218 ballot mailings for the Hollywood Media District, Downtown Industrial District, North Hollywood, Greater Leimert Park and Studio City business improvement district renewals.

The Technical Research Unit continues to review the 2015 assessment data of continuing BIDs for the County's property tax rolls.

On July 14, 2014, a conference call was held with the author of AB2618 which attempts to redefine special benefits.

Teleconference meetings are scheduled at 9 am on July 15, & 16, 2014 to discuss the proposed Central Avenue Business Improvement District.

On July 16, 2014, a meeting was held with the consultant for the proposed Central Avenue Business Improvement District.

A staff meeting is scheduled with the N&BID Division on July 16, 2014.

On July 17, 2014, the N&BID Division's CompStat meeting was held.

A teleconference is planned with the City Attorney and the LA BID Consortium chair to discuss the delinquent State BID assessments and City Attorney assistance.

One public records act request was processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** July 22, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement District Division

**SUBJECT: JULY 22, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of Panorama City and Sherman Oaks BIDs and establishment of the Pacific Palisades and Lincoln Village BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The Accounts Receivable/Billing unit continues to process returned mail from hearing notice and Proposition 218 ballot mailings for the Hollywood Media District, Downtown Industrial District, North Hollywood, Greater Leimert Park and Studio City business improvement district renewals.

The Technical Research Unit continues to review the 2015 assessment data of continuing BIDs for the County's property tax rolls.

On July 21, 2014, staff held a teleconference with the City Attorney relative to parcel changes in the Highland Park and Arts District Los Angeles Business Improvement Districts.

On July 21, 2014, staff transmitted property assessment data for 21 Business Improvement Districts to the County of Los Angeles for inclusion on the property tax rolls for the 2015 assessment year.

On July 22, 2014, renewal letters were mailed to BIDs with an expiration date of December 31, 2015: South Los Angeles Industrial Tract, Encino Commons, Gateway to LA and Old Granada Village.

On July 23, 2014, staff will attend a meeting with the proponent group for the proposed Central Avenue Business Improvement District.



**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** July 29, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: JULY 28, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – The Arts District LA Business Improvement District's modified Management District Plans and Engineer's Reports was submitted for review.

The N&BID Division is facilitating an agreement between the LADWP and the BIDs for the use of LADWP's reclaimed water pipeline.

The N&BID Division facilitated an agreement between the BIDs and LADWP for promotion of its programs available for small businesses.

Annual Planning Reports were submitted for Council consideration for the following Business Improvement Districts: Lincoln Heights, South Park, Encino Commons, and Westchester.

The Public Hearings and the Ordinances of Establishment were adopted for the Hollywood Media District, Downtown Industrial District, and Greater Leimert Park business improvement district renewals.

The Proposition 218 ballot tabulation tally of weighted ballots results in favor of the Business Improvement District renewal are as follows: Hollywood Media District - 83.33%, Greater Leimert Park - 69.26% and Downtown Industrial District - 76.85%.

A request has been received for N&BID staff to participate on a panel at the 2014 IDA Conference in Ottawa, Canada to be held September 3 – 6, 2014. A travel request has been submitted.

The Public Hearing was held for the North Hollywood business improvement district renewal.

The Technical Research Unit processed the County's parcel change reports affecting parcels in various BIDs.

One public records act request was processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** August 4, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement District Division

**SUBJECT: AUGUST 4, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – The Management District Plan and Engineer's Report were received for the Gateway to LA business improvement district 2016 renewal.

**Neighborhood and Business Improvement Districts and the LA BID Consortium** will have a Best Practices for Operations staff forum for the business improvement districts.

**Neighborhood and Business Improvement Districts** The Technical Research Unit processed the Proposition 218 ballot tally for the Studio City business improvement district renewal with 69% in favor and Council adopted the establishing Ordinance.

A meeting was held with staff of Council District 11 relative to the proposed Venice Beach Boardwalk business improvement district.

**Neighborhood and Business Improvement Districts** Accounts Receivable/ Billing Unit will download the assessment data in the amount of \$31,033,615.36 for the Business Improvement Districts' 2015 operational year into the County's DAWEB system by August 7, 2014.

Staff attended a meeting with the proponent group for the proposed Central Avenue Business Improvement District.

Annual Planning Reports: 3 of 27 reports await revisions and 1 report is has been forwarded for supervisor review.

One public records act request was processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** August 13, 2014

**TO:** Holly L. Wolcott, Interim City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement Division

**SUBJECT: AUGUST 11, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – The Economic Development Committee recommended approval of the 2014 Annual Planning Reports for the following Business Improvement Districts: South Los Angeles Industrial Tract, Encino Commons, Westchester Town Center, Lincoln Heights Business and Community Benefit District, Los Angeles Tourism Marketing District, Hollywood Entertainment District, Studio City, Greater South Park, Downtown Industrial District, Brentwood Village and the Annual Report for the Wilmington Commercial District.

The N&BID Division is verifying assessment data for the new proposed South Park Adjacent Business Improvement District and for the renewal of the Gateway to Los Angeles Business Improvement District.

The Technical Research Unit processed the County's parcel change reports affecting parcels in various BIDs.

One public records act request was processed and mailed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: August 25, 2014

TO: Holly L. Wolcott, City Clerk

FROM: Miranda Paster, Acting Chief  
Neighborhood and Business Improvement District Division

SUBJECT: **AUGUST 25, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Staff met with the Senior Advisor on Livability for the City of Los Angeles to discuss the role that business improvement districts play and steps necessary to continue their assistance.

**Neighborhood and Business Improvement Districts** Staff met with the consultant for the Panorama City Business Improvement District renewal.

**Neighborhood and Business Improvement Districts** Staff received the fifth draft of the Sherman Oaks Business Improvement District's Management District Plan and Engineer's reports for review.

**Neighborhood and Business Improvement Districts** Staff submitted data changes to the County for the delinquent assessments from the hand billed invoices for property-based business improvement districts.

**Neighborhood and Business Improvement Districts** Technical Research Unit continues to prepare the calculations for the refund of the old Arts District Assessments.

Staff reviewed changes required for the Gateway to LA Business Improvement District renewal.

A report relative to legal requirements for the operation of the business improvement district program was submitted for management review.

Annual Planning Reports: 2 of 27 reports await revisions.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** August 25, 2014

**TO:** Holly L. Wolcott, City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement District Division

**SUBJECT: AUGUST 25, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** – Staff met with the Senior Advisor on Livability for the City of Los Angeles to discuss the role that business improvement districts play in the City's livability and steps necessary to continue their assistance.

**Neighborhood and Business Improvement Districts** Staff met with the consultant for the Panorama City Business Improvement District renewal.

**Neighborhood and Business Improvement Districts** Staff received the fifth draft of the Sherman Oaks Business Improvement District's Management District Plan and Engineer's reports for review.

**Neighborhood and Business Improvement Districts** Staff submitted data changes to the County for the delinquent assessments from the hand billed invoices for property-based business improvement districts.

**Neighborhood and Business Improvement Districts** Technical Research Unit continues to prepare the calculations for the refund of the old Arts District Assessments.

Staff reviewed changes required for the Gateway to LA Business Improvement District renewal.

A report relative to legal requirements for the operation of the business improvement district program was submitted for management review.

Annual Planning Reports: 2 of 27 reports await revisions.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** September 2, 2014

**TO:** Holly L. Wolcott, City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement District Division

**SUBJECT: SEPTEMBER 1, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** Staff attended the 2014 International Downtown Association 60<sup>th</sup> Annual Conference in Ottawa, Canada during the period September 3 – 6, 2014.

**Neighborhood and Business Improvement Districts** Staff met with the consultant for the renewal of The Village at Sherman Oaks Business Improvement District and with the consultant for the proposed Central Avenue Business Improvement District.

**Neighborhood and Business Improvement Districts** Staff conducted field checks and data review of the proposed South Park Adjacent Business Improvement District. Staff prepared administration contracts for the renewed Business Improvement Districts: North Hollywood, Greater Leimert Park and Downtown Industrial District.

**Neighborhood and Business Improvement Districts** Technical Research Unit processed the exception report from County data for parcels that would not be billed by the County. The Unit verified the mailing addresses of stakeholders in the Arts District Business Improvement District.

Staff researched the returned mail for the Merchant-based Business Improvement Districts and conducted field checks.

Annual Planning Reports: 1 report of 27 await revisions.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** September 8, 2014

**TO:** Holly L. Wolcott, City Clerk

**FROM:** Miranda Paster, Acting Chief  
Neighborhood and Business Improvement District Division

**SUBJECT: SEPTEMBER 8, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** Staff attended the Los Angeles Digital Government Summit September 10-11, 2014.

**Neighborhood and Business Improvement Districts** attended the LA BID Consortium meeting held at 12655 Ventura Blvd.

**Neighborhood and Business Improvement Districts** – Staff attended the CompStat meeting and the Weekly Executive meeting., as well as meeting with NABID staff.

**Neighborhood and Business Improvement Districts** Staff met with the consultant relative to the review of the fifth draft of the Sherman Oaks Business Improvement District's Management District Plan and Engineer's reports for review.

**Neighborhood and Business Improvement Districts** Technical Research Unit continues to prepare the calculations for the refund of the old Arts District Assessments.

Staff reviewed changes required for the Gateway to LA Business Improvement District renewal.

Annual Planning Reports: 1 of 27 reports await revisions and 1 awaits Board approval of substantial revisions.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: September 15, 2014

TO: Holly L. Wolcott, City Clerk

FROM: Miranda Paster, Chief  
Neighborhood and Business Improvement District Division

SUBJECT: **SEPTEMBER 15, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** Staff attended the introductory meeting with the Mayor's Office representatives of the Budget and Innovation, Rick Cole and Alma Lopez.

**Neighborhood and Business Improvement Districts** - Council adopted the Ordinance of Establishment for the Wilmington merchant-based Business Improvement District.

**Neighborhood and Business Improvement Districts** staff attended a meeting with Councilmember Felipe Fuentes relative to the motion regarding a report of BID best practices for the cities of Los Angeles, San Francisco, Oakland, San Diego, Chicago, Pittsburgh and New York City by December.

**Neighborhood and Business Improvement Districts** – Staff attended the CompStat meeting and the Weekly Executive meeting.

**Neighborhood and Business Improvement Districts** Staff met with the consultant relative to the review of the fifth draft of the Sherman Oaks Business Improvement District's Management District Plan and Engineer's reports for review.

**Neighborhood and Business Improvement Districts** Technical Research Unit continues to prepare the calculations for the refund of the old Arts District Assessments.

Staff submitted the NABID legal changes report for executive management consideration.

Annual Planning Reports: 1 of 27 reports awaits revisions and 1 awaits Board approval of substantial revisions.



**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** September 22, 2014

**TO:** Holly L. Wolcott, City Clerk

**FROM:** Miranda Paster, Chief  
Neighborhood and Business Improvement District Division

**SUBJECT: SEPTEMBER 22, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** BID Analysts prepared templates for the Annual Planning Reports with a November 1, 2014 submission date.

**Neighborhood and Business Improvement Districts** staff collected information relative to the motion regarding a report of BID best practices for the cities of Los Angeles, San Francisco, Oakland, San Diego, Chicago, Pittsburgh and New York City by December.

**Neighborhood and Business Improvement Districts** – Staff attended the Weekly Executive meeting.

**Neighborhood and Business Improvement Districts** Staff reviewed the Management District Plan and Engineer's reports for the renewal of the Gateway to LA and Sherman Oaks Business Improvement Districts.

**Neighborhood and Business Improvement Districts** Technical Research Unit reviewed database submissions for the merchant-based business improvement districts and continue to prepare the calculations for the refund of the old Arts District Assessments.

Annual Planning Reports: 1 of 27 reports awaits Board approval of substantial revisions.

One Public Records Act Request was processed.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** September 30, 2014

**TO:** Holly L. Wolcott, City Clerk

**FROM:** Miranda Paster, Chief  
Neighborhood and Business Improvement District Division

**SUBJECT: SEPTEMBER 30, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** BID Analysts prepared templates for the Annual Planning Reports with a November 1, 2014 submission date.

**Neighborhood and Business Improvement Districts** staff collected information relative to the motion regarding a report of BID best practices for the cities of Los Angeles, San Francisco, Oakland, San Diego, Chicago, Pittsburgh and New York City by December.

**Neighborhood and Business Improvement Districts** – Staff met with the consultant for the Gateway to LA business improvement district renewal to review the first draft of the Management District Plan and Engineer's report.

**Neighborhood and Business Improvement Districts** – Staff met with the proponents for the proposed Venice Beach Board Walk business improvement district.

**Neighborhood and Business Improvement Districts** – Staff attended the Weekly Executive meeting and Quarterly Division Manager Meeting.

**Neighborhood and Business Improvement Districts** Staff reviewed the Management District Plan and Engineer's report for the Sherman Oaks Business Improvement District renewal.

**Neighborhood and Business Improvement Districts** Technical Research Unit reviewed database submissions for the merchant-based business improvement districts and continue to prepare the calculations for the refund of the old Arts District Assessments.

Annual Planning Reports: 1 of 27 reports awaits Board approval of substantial revisions.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** October 6, 2014

**TO:** Holly L. Wolcott, City Clerk

**FROM:** Miranda Paster, Chief  
Neighborhood and Business Improvement District Division

**SUBJECT: OCTOBER 6, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** BID Analysts prepared templates for the Annual Planning Reports with a November 1, 2014 submission date.

**Neighborhood and Business Improvement Districts** staff collected information relative to the motion regarding a report of BID best practices for the cities of Los Angeles, San Francisco, Oakland, San Diego, Chicago, Pittsburgh and New York City by December.

**Neighborhood and Business Improvement Districts** –The Historic Core Business Improvement District was honored with the International Downtown Association’s Merit Award in the Public Space category for its “Historic Core Doggie Relief Stations initiative. It installed artificial turf deodorizing patches in the BID to reduce dog waste on sidewalks.

**Neighborhood and Business Improvement Districts** – Staff attended the Weekly Executive meeting, the Monthly ClerkSTAT meeting and the BID Consortium meeting.

**Neighborhood and Business Improvement Districts** Staff reviewed the Management District Plans and Engineer’s Reports for the Sherman Oaks and Gateway to LA Business Improvement Districts’ renewal.

**Neighborhood and Business Improvement Districts** Technical Research Unit reviewed database submissions for the merchant-based business improvement districts and continue to prepare the calculations for the refund of the old Arts District Assessments.

Annual Planning Reports: 1 of 27 reports awaits Board approval of substantial revisions.

## **OCTOBER 21, 2014 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

The Council adopted the Annual Planning Reports for the Sherman Oaks and Hollywood Media Business Improvement Districts.

Staff attended the Train-the-Trainer Cadre Workshop on the Integration of Functional Needs Support Services into the City of Los Angeles on October 20, 2014.

Staff attended the Hollywood Media District Business Improvement District's Board Meeting on October 23, 2014

A revised Management District Plan and Engineer's report was submitted for the Gateway to LA BID renewal for review.

Staff attended the Weekly Executive meeting.

Annual Planning Reports: 1 of 27 reports awaits Board approval of substantial revisions.

## **OCTOBER 27, 2014 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

A report relative to entering into a Memorandum of Understanding between the LADWP and City Clerk was submitted for Executive Management review and signature.

Larchmont Village Business Improvement District's Annual Planning Report was submitted for Executive Management Review and signature.

Staff attended the proposed Central Avenue Business Improvement District's Outreach meeting on October 22, 2014.

The property-based assessment invoices were mailed for the Leimert Park Business Improvement District. Staff attended the 311 CSD/CRM Knowledge Base meeting relative to the new 311 information system.

Staff attended E-CIVIS Grant training.

Staff attended the Weekly Executive meeting.

2014 Annual Planning Reports: 1 of 27 reports awaits Board approval of substantial revisions.

2015 Annual Planning Reports: 1 of 29 reports was received with requested date of November 1, 2014 (Contracted Due date December 1, 2014).

Sympathy is extended to BID Analyst, Rick Scott, in the loss of his father.

## **NOVEMBER 3, 2014 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

A request was made to waive the 2014 Chatsworth Annual Report and Memorandum of Understanding between the LADWP and City Clerk was waived by the Economic Development Committee.

Staff reviewed the Management District Plan and Engineer's Report with the consultant for the renewal of the Sherman Oaks Village Business Improvement District.

The Wilshire Center merchant-based Business Improvement District's 2015 Annual Report along with the Annual Planning reports for the Century City and Westwood Village property-based Business Improvement Districts were submitted..

Staff attended the proposed Central Avenue Business Improvement District's Outreach meeting on November 5, 2014.

The Weingart Center honored the Central City East Association (Downtown Industrial Business Improvement District) with its Community Leadership Award on November 6, 2014.

Staff attended the Weekly Executive meeting.

2014 Annual Planning Reports: 1 of 27 reports was resubmitted with additional revisions required.

2015 Annual Planning Reports: 3 of 29 reports were received with requested date of November 1, 2014 (Contracted Due date December 1, 2014).

One Public Records Act Request was processed.

## **NOVEMBER 10, 2014 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

The Council adopted the 2014 Chatsworth Annual Report and Memorandum of Understanding between the LADWP and City Clerk.

The 2014 Wilshire Center Business Improvement District Annual Report along with the Annual Planning reports for the Century City and Westwood Village property-based Business Improvement Districts were requested to be waived by the Economic Development Committee.

The Los Angeles Neighborhood Initiative (Byzantine Latino Quarter) celebrates its 20<sup>th</sup> Anniversary November 14, 2014.

Staff attended the Weekly Executive meeting.

The LA BID Consortium meeting was held on November 6, 2014.

Staff reviewed the draft Management District Plan and Engineer's report with the consultant for the renewal of the Los Angeles Tourism Marketing District.

Staff attended the LA BID Consortium meeting on November 13, 2014

2015 Annual Planning Reports: 3 of 29 reports were received with requested date of November 1, 2014 (Contracted Due date December 1, 2014).

One Public Records Act Request was processed.

## **NOVEMBER 17, 2014 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

Notices were mailed for the 2014 Chatsworth Business Improvement District reconfirmation of assessments.

Staff attended meeting on Livability with CAO and LA BID Consortium Chair on November 18, 2014.

Staff attended the Weekly Executive and ClerkSTAT meetings.

Staff reviewed the draft Management District Plan and Engineer's Report with the consultant for the renewal of the Sherman Oaks Business Improvement District.

Staff attended a CAO meeting on Livability on November 21, 2014.

2015 Annual Planning Reports: 9 of 29 reports were received with contracted Due date December 1, 2014.

One Public Records Act Request was processed.



## **NOVEMBER 24, 2014 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

Notices were mailed for the 2014 Chatsworth Business Improvement District reconfirmation of assessments.

Staff attended meeting on Livability with CAO and LA BID Consortium Chair on November 18, 2014.

Staff attended the Weekly Executive and ClerkSTAT meetings.

Staff reviewed the draft Management District Plan and Engineer's Report with the consultant for the renewal of the Sherman Oaks Business Improvement District.

Staff attended a CAO meeting on Livability on November 21, 2014.

2015 Annual Planning Reports: 9 of 29 reports were received with contracted Due date December 1, 2014.

One Public Records Act Request was processed.

Per Anna's email – no rept for this week.

## **DECEMBER 1, 2014 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

The Wilshire Center Business Improvement District's reconfirmation of assessments was adopted by Council on December 3, 2014.

Staff attended the Weekly Executive meeting.

Staff reviewed the draft Management District Plan and Engineer's Report with the consultant for the renewal of the Sherman Oaks Business Improvement District.

Many Business Improvement District representatives attended the Economic Development Committee meeting to oppose legalization of street vending before adequate funding of enforcement and regulations are implemented.

Staff attended a CAO meeting on Livability on December 3, 2014.

Staff attended a meeting relative to the Great Streets initiative and creation of BIDs.

2015 Annual Planning Reports: 18 of 29 reports were received.

## **DECEMBER 8, 2014 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

The Chatsworth Business Improvement District's reconfirmation of assessments was adopted by Council on December 9, 2014.

Staff attended the Weekly Executive meeting.

Staff reviewed the draft Management District Plan and Engineer's Report with the consultant for the renewal of the Sherman Oaks Business Improvement District on December 9, 2014

The Economic Development Committee approved the 2015 Annual Planning Reports for the following Business Improvement Districts: Westwood, Tarzana Safari Walk, Larchmont Village, and Century City.

Staff attended a meeting relative to the DWP MOU on December 12, 2014.

2015 Annual Planning Reports: 22 of 29 reports were received.

Staff submitted a City Attorney reviewed response to County Counsel relative to a bankrupt property owner claim in Sunset and Vine Business Improvement District.

Staff met with Councilmember Price on the status of the proposed Central Ave BID on December 12, 2014.

## **DECEMBER 15, 2014 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

The Sherman Oaks Business Improvement District Ordinance of Intention was adopted by Council on December 16, 2014, along with the 2015 Annual Planning Reports for Century City, Larchmont Village, Tarzana Safari Walk and Westwood Business Improvement Districts.

Staff attended the Livability meeting with the CAO and other Department heads, as well as the weekly Executive meeting .

Staff provided a status of the proposed Central Avenue Business Improvement District to Councilmember Price on December 17, 2014

Staff met with a legal scholar from Japan relative to our BID program and its challenges related to the Brown Act, legislation and Arts District case.

2015 Annual Planning Reports: 22 of 29 reports were received.

Staff met with the Executive Director of the Gateway to LA Business Improvement District relative to facilitation of a presentation for the March 2015 CDA conference to be held in Santa Monica.

## **DECEMBER 29, 2014 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

Staff met to discuss the Arts District refund – GSD sold the second truck at auction for \$7,911.

Staff participated in a conference call with Council District 2 relative to the potential creation of a business improvement district for the Great Streets Project in North Hollywood.

Staff reviewed the Management District Plan and Engineer's report with the consultant for the renewal of the Los Angeles Tourism Marketing District Business Improvement District December 22, 2014

2015 Annual Planning Reports: 24 of 29 reports were received.

One Public Records Request was processed.

## **JANUARY 5, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

The public hearing was held for the reconfirmation of the Wilshire Center Business Improvement District assessment is scheduled for the January 7, 2015 Council meeting. Council adopted a Transportation Committee report requesting the status of the proposed Hollywood Route 66 Business Improvement District.

January 7, 2015, staff attended a meeting relative to the proposed Central Avenue business improvement district.

Staff attended the Executive Management meeting on January 7, 2015.

Staff attended the ClerkStat meeting on January 8, 2015

Staff attended the LA BID Consortium meeting on January 8, 2015.

2015 Annual Planning Reports: 26 of 29 reports were received.

Two Public Records Requests were processed.

## **JANUARY 12, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

The Neighborhood and Business Improvement District Division commends the Los Angeles Tourism Marketing District on its success in improving tourism in Los Angeles. Please note attached LAWA News release.

January 13, 2015, staff attended a meeting with the consultant to review the Management District Plan and Engineer's report for the proposed South Park II Business Improvement District.

Staff tested the new affidavit refund portion of the BID Module for the Arts District disestablishment refund on January 13, 2015 and mailed the affidavits on January 16, 2015 with a February 13, 2015 deadline for return.

Staff met with the LA BID Consortium Chair relative to the proposed grant for BIDs and State of the BIDs funding on January 13, 2015.

January 13, 2015, staff met with Council District 11 deputies to discuss status of proposed Venice Beach Business Improvement District.

Staff attended the Executive Management meeting on January 14, 2015.

Staff attended the Gateway to LA Board meeting on January 16, 2015

Two Public Works Commissioners (Matt Szabo and Barbara Romero) and Assistant Director, Street Services (Ron Olive) attended the LA BID Consortium meeting on January 8, 2015. They commended the BIDs for their work and mentioned programs that are in the works in Public Works. (Green Streets and Sidewalk repair funds included in the budget for 2015-16). The Consortium requested PW to implement a notification system for projects to ensure that the BIDs can notify their stakeholders and avoid competing projects.

Systems Division placed into production the Affidavit for Refunds in the BID Module.

2015 Annual Planning Reports: 26 of 29 reports were received.

Two Public Records Act requests were processed.

## **MAYOR GARCETTI ANNOUNCES RECORDS SET AGAIN IN 2014 FOR VISITORS TO L.A. AND PASSENGERS AT LOS ANGELES INTERNATIONAL AIRPORT**

(January 6, 2015 – Los Angeles, California) Los Angeles Mayor Eric Garcetti was joined today by other elected City, airport and local tourism officials to announce a fourth consecutive year of record-breaking tourism for the City and record-breaking passenger levels at Los Angeles International Airport (LAX). In 2014, 43.4 million visitors made Los Angeles their ultimate destination, while an estimated 70.7 million passengers traveled through LAX in 2014. The announcements were made at LAX's New Tom Bradley International Terminal, where four additional aircraft gates recently became operational, for a total of 12 new gates. Dining and retail concessions in the new terminal's Great Hall are also now open and providing travelers from around the world with breathtaking design, world-class amenities, and premier retail and dining collections curated by Westfield and the DFS Group. Currently under construction, Westfield will debut a new experience comprised of 17 new dining and retail destinations, cutting-edge design, and amenities in the Bradley Terminal's departures and arrivals areas in 2015.

The mayor reported that in addition to last year's record set for visitation – an increase of 1.2 million visitors over 2013 levels – tourism records also were set for the highest level of international visitors at 6.5 million; an estimated record-breaking hotel occupancy rate of 79 percent; and most room nights sold at 28.04

-- more --

### **2014 LA Tourism and LAX Records – Page 2 of 5**

million, an increase of 3.2 percent compared to 2013.

Mayor Garcetti also reported that LAX's record 70.7 million passengers last year was approximately six percent higher than the 66.7 million passengers in 2013. The previous record was 67.3 million passengers in 2000. Of the 2014 total, an estimated 18.9 million (or 26.8 percent) were aboard international flights – a six percent increase over the previous record set in 2013 of 17.8 million international passengers.

"The continuing, record-breaking growth and strength of tourism in Los Angeles is a shining light for our economy, creating good-paying jobs for our families, benefiting local businesses, and generating significant revenue for the city that goes toward the public services our city needs," said



Mayor Garcetti. "Angelenos should be proud that our great city is such a desired tourist destination for visitors from across the U.S. and around the world."

Los Angeles City Council President Herb Wesson said, "As a city, we have worked hard to modernize our tourism infrastructure so that Los Angeles continues to stand out as a world-class tourist destination. These new statistics reflect the success of our efforts. This is not the finish line, but a renewal of our commitment to excel in the competition for global tourism."

"Tourism is essential to Southern California's economy and the increased growth of these record-breaking numbers continue to welcome the world to the City of Angels," said Councilmember Tom LaBonge, chairman of the City Council's Trade, Commerce & Tourism Committee. "I applaud Mayor Garcetti for his leadership and dedication in continuing to portray Los Angeles as a global state of tourism."

Mayor Garcetti attributed the record-breaking levels to new attractions, growth in the International marketplace – particularly China, revitalized neighborhoods including Hollywood and Downtown Los Angeles, growing recognition of L.A. as a hot culinary and cultural destination, and LAX's current multi-billion-dollar modernization program to improve international and domestic terminals, airfield, utilities plant, roadways, and other facilities. In particular, Mayor Garcetti noted that the opening of the New Tom Bradley International Terminal in late 2013 contributed to new service in 2014 by Norwegian Air, Etihad, and Saudia

-- more --

#### **2014 LA Tourism and LAX Records – Page 3 of 5**

airlines, as well as to additional daily flights on existing routes by several foreign air carriers.

"These record-breaking tourism and travel numbers show that LAX is on the right track and underscore the importance of moving quickly on connecting LAX to our growing Metro rail system. With the Airport Commission's approval of multiple landside transportation projects last year, we are moving to make good on this long-standing promise to all Angelenos and tourists to our City. By making it easier, faster, and more convenient to travel through our airport, we'll greatly improve the passenger experience and ease the strain on the surrounding neighborhoods while LAX continues to grow as a world-class airport," said Councilmember Mike Bonin, whose district includes LAX.

Councilmember Joe Buscaino said, "Los Angeles has all the characteristics of a world-class economy. It is an international gateway, home to the largest container ports in the United States while LAX is the world's busiest origin-and-destination airport. We have the nation's largest manufacturing base, the world's leading entertainment companies, and a substantial base of small- and medium-sized businesses. We provide access to the world's most diverse consumer markets and are home to a large share of educated people working in our most globally competitive industries – technology, entertainment, biotechnology, and advanced manufacturing."

Tourism is among the largest and healthiest contributors to the L.A. economy, in 2013 bringing \$18.4 billion in direct visitor spending to the Los Angeles area. In Fiscal Year 2013-2014, the Leisure and Hospitality sector supported an average of 442,000 jobs in the Los Angeles region and generated \$184.4 million in transient-occupancy taxes for the City of Los Angeles.

"The fourth consecutive record-breaking year for tourism and strong growth in international visitation underscores that Los Angeles has emerged as a leading global tourist destination," said Ernest Wooden Jr., president and CEO of the Los Angeles Tourism and Convention Board (LA Tourism). "Our 2014 visitation growth, combined with LA Tourism's accelerated marketing efforts, is keeping us on track to reach our goal of 50 million visitors by 2020."

Los Angeles Board of Airport Commissioners President Sean Burton said, "LAX's current multi-billion-

-- more --

#### **2014 LA Tourism and LAX Records – Page 4 of 5**

dollar, airport-wide improvements; continued revitalization of the airport's dining and retail offerings with an additional 80 options that reflect L.A.'s culture, cuisine, and lifestyle; and other passenger amenities such as

spas and children's play area, are providing visitors to LAX with a significantly improved customer service experience." He added, "The major U.S. airlines at LAX also are committed to passenger-service improvements by investing more than \$1 billion combined to renovate their terminals."

“Westfield takes great pride in partnering with Mayor Garcetti, the City of Los Angeles, and Los Angeles World Airports to grow visitors from around the world and create an economic engine for the region,” said Dominic Lowe, executive vice-president of Westfield’s Airports Division. “At Westfield, we believe the journey is just as important as the destination, and we look forward to a bright future at LAX as we continue to forge a bold new experience with premier dining, retail, design and amenities.”

The more than \$7-billion LAX Modernization Program is creating nearly 40,000 construction-related jobs and pumps \$6.89 billion into the local economy. Furthermore, operations at LAX are responsible for 294,400 jobs in Los Angeles County and an additional 19,400 jobs in neighboring Southern California counties. The LAX Modernization Program is funded by LAX operating revenue, terminal concession revenue, airline fees, and airport revenue bond proceeds. No monies from the Los Angeles City general fund are used.

#### **About Los Angeles Tourism & Convention Board**

Los Angeles Tourism & Convention Board is a private, non-profit business association whose primary mission is to market and promote Los Angeles as the premier site for leisure travel, meetings and conventions as the City’s official tourism marketing organization. For more information, visit the official visitor information website of Los Angeles at [www.discoverLosAngeles.com](http://www.discoverLosAngeles.com), join the more than one million people who follow LA Tourism’s Facebook page at [facebook.com/LosAngelesFan](https://facebook.com/LosAngelesFan), or follow [@discoverLA](https://twitter.com/discoverLA) on Twitter.

#### **About Los Angeles International Airport (LAX)**

LAX is the sixth busiest airport in the world and third in the United States. LAX offers 692 daily nonstop flights to 85 cities in the U.S. and 928 weekly nonstop flights to 67 cities in 34 countries on 62 commercial air carriers. LAX ranks 14<sup>th</sup> in the world and fifth in the U.S. in air cargo tonnage processed, with over 1.9 million tons of air cargo valued at over \$91.6 billion. An economic study in 2011 reported that operations at LAX generated 294,400 jobs in Los Angeles County with labor income of \$13.6 billion and economic output of more than \$39.7 billion. This activity added \$2.5 billion to local and state revenues.

LAX is part of a system of three Southern California airports – along with LA/Ontario International and Van Nuys general aviation – that are owned and operated by Los Angeles World Airports, a proprietary department of the City of Los Angeles that receives no funding from the City’s general fund.

-- more --

#### **2014 LA Tourism and LAX Records – Page 5 of 5**

For more information about LAX, please visit [www.lawa.aero/lax](http://www.lawa.aero/lax) or follow on Twitter [@flyLAXAirport](https://twitter.com/flyLAXAirport), on Facebook at [www.facebook.com/LAInternationalAirport](https://www.facebook.com/LAInternationalAirport), and on YouTube at [www.YouTube.com/laxairport1](http://www.YouTube.com/laxairport1).

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Alternative formats in large print, braille, audio, and other forms (if possible) will be provided upon request.

## **JANUARY 19, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

January 22, 2015, staff attended a meeting with the consultant to review the Management District Plan and Engineer's report for the Los Angeles Tourism Marketing District renewal.

Staff had a conference call with the LA BID Consortium Chair relative to the DWP MOU funding on January 20, 2015.

January 20, 2015, staff met with the Consultant to discuss the status of proposed Venice Beach Business Improvement District and data collection for the State of the BIDs.

Staff prepared letter to State of California relative to none payment of Courthouse parcel assessments.

Staff attended the Executive Management meeting on January 21, 2015.

Systems created a generic email address for the Division Clerk.NBID@lacity.org.

2015 Annual Planning Reports: 28 of 29 reports were received.

## **JANUARY 26, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On January 27, 2015, a conference call was held with staff from New York City's Small Business Services inquiring about City of Los Angeles business improvement district establishment process.

The Economic Development Committee approved the reconfirmation of assessments for the Little Tokyo Business Improvement District and the 2015 Annual Planning Reports for the Lincoln Heights Industrial Zone, Byzantine Latino Quarter – Pico, Gateway to L.A., Greater Leimert Park Village/Crenshaw Corridor, East Hollywood, Historic Water front San Pedro, Greater Chinatown, Figueroa Corridor, and Highland Park Business Improvement Districts.

The City Clerk mailed a letter to the State Judicial Counsel relative to the authority for assessments and requested payment of unpaid courthouse assessments for the San Pedro and Hollywood Entertainment Business Improvement Districts.

Staff attended a meeting at the California Mart relative to the Fashion District on January 27, 2015.

On January 28, 2015 staff attended a meeting relative to the proposed Central Avenue Business Improvement District.

On January 28, 2015, a meeting was held with the LA BID Consortium Chair and Economic and Workforce Development Department (EWDD) relative to assistance to business improvement districts.

Staff attended the Revenue Management Committee meeting on January 29, 2015.

January 29, 2015, staff met with the Consultant to review the SLAIT Business Improvement District renewal documents.

Staff attended the Executive Management meeting on January 28, 2015.

One Public Records Act Request was processed.

## **FEBRUARY 2, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On February 3, 2015, the Council adopted the reconfirmation of assessments for the Little Tokyo Business Improvement District and the 2015 Annual Planning Reports for the Lincoln Heights Industrial Zone, Byzantine Latino Quarter – Pico, Gateway to L.A., Greater Leimert Park Village/Crenshaw Corridor, East Hollywood, Historic Water front San Pedro, Greater Chinatown, Figueroa Corridor, and Highland Park Business Improvement Districts.

Staff met with the Consultant to review the Management District Plan and Engineer's Report for the proposed Pacific Palisades Business Improvement District on February 4, 2015.

The Neighborhood and Business Improvement District Division met on February 3, 2015 to discuss the Arts District Refund and questions which may arise from the affidavit mailing.

On February 3, 2015, staff attended a meeting with Councilmember Mike Bonin to discuss the proposed Venice Beach Business Improvement District.

On February 4, 2015 staff attended a meeting relative to the proposed Central Avenue Business Improvement District.

On February 4, 2015, a report in response to the Fuentes Motion was submitted to Council and Public Services.

On February 4, 2015, the report requesting legal changes for the Business improvement District Program was submitted to executive management.

Staff attended the Executive Management meeting on February 4, 2015.

One Public Records Act Request was processed.

## **FEBRUARY 16, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On February 17, 2017, Council held the public hearing for the renewal of the Sherman Oaks Business Improvement District and adopted the Ordinance of Establishment on February 18, 2017.

On February 18, 2015, the staff attended a meeting on the Livability Project and Clean Streets.

On February 18, 2015, staff met with the proponents and consultant for the proposed Central Avenue LA Business Improvement District.

Staff attended the Executive Management meeting on February 18, 2015.

Arts District Refund: 210 Affidavits returned and can be processed; 25 Returned to claimant for correction; 2 pending further research and 8 returned mail.

## **FEBRUARY 23, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On February 24, 2017, the Economic Development Committee approved the 2015 Annual Planning Reports for the Fashion District, Encino Commons, Old Granada Village, and Melrose Business Improvement Districts.

Staff had orientation meeting with new LATMD personnel on February 24, 2015.

On February 25, 2105, a meeting was held relative to payments for Arts District refund and accounting procedures.

On February 26, 2015, the staff attended a meeting relative to a sidewalk program for the Southpark Business Improvement District.

Staff attended the Executive Management meeting on February 25, 2015.



## **MARCH 2, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On March 3, 2017, the Council adopted the 2015 Annual Planning Reports for the Fashion District, Encino Commons, Old Granada Village, and Melrose property-based Business Improvement Districts and Ordinance of Establishment for the merchant-based Business Improvement District.

A report for various amendments to LAAC and LAMC for matters affecting business improvement districts was forwarded to Executive Management.

On March 4, 2015, staff held a meeting with the consultant to review the reports for the Los Angeles Tourism Marketing District Business Improvement District renewal.

On March 5, 2105, a meeting was held with the Controller's Office relative to payments for Arts District refund and accounting procedures.

Staff conducted interviews for MA II Monday through Thursday.

## **MARCH 9, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On March 9, 11 – Staff participated in the CDA/IDA West Coast Forum conference held in Santa Monica California.

March 12, 2015 – Staff participated in conference call with consultant for the Los Angeles Tourism Marketing District Business Improvement District (LATMD) renewal. Staff attended the Annual Meeting the LATMD.

A report for various amendments to LAAC and LAMC for matters affecting business improvement districts was forwarded to Executive Management.

On March 12, 2015, the LA BID Consortium held its meeting at the Ace Hotel in the Historic Downtown District Business Improvement District.

Two Public Records Act Requests were processed.

## **MARCH 16, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On March 16, 15 – Staff met with the Controller's Office relative to the Arts District refund with sample data provided to test the remittance information.

March 17, 2015 – Staff participated in conference calls with consultants for the Gateway to LA and Granada Hills Business Improvement District renewals and the proposed Pacific Palisades Business Improvement District.

A report for various amendments to LAAC and LAMC for matters affecting business improvement districts was referred to the Economic Development Committee.

On March 18, 2015, the CAO will present the Livability/Clean Streets Project Update in Council.

Staff attended the Executive Management meeting on March 18, 2015.

Two Public Records Act Requests were processed.

## **MARCH 23, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On March 16, 15, staff met with the Controller's Office relative to the Arts District refund with sample data provided to test the remittance information.

On March 24-25, 2015, candidates for Student Professional Worker were interviewed and hired to assist with the Arts District refund.

On March 25, 2015, staff participated in conference calls with consultants for the proposed South Park II Business Improvement Districts.

On March 26, 2015, staff participated in conference calls with consultants for the Gateway to LA and Encino Business Improvement District renewals.

March 25, 2015, staff met with the CAO fellow on Livability status.

Staff attended the Executive Management meeting on March 25, 2015.

One Public Records Act Requests was processed.

## **MARCH 30, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On March 30, 15, the , Arts District refund checks were received for first batch of refunds.

On April 2, 2015, Student Professional Workers start working to process check mailing.

On April 2, 2015, staff participated in conference calls with consultants for the Gateway to LA Business Improvement District renewals.

On April 1, 2015, staff met with the CD 14 staff relative to the Arts District

Staff attended the Executive Management meeting on April 1, 2015.

One Public Records Act Requests was processed.

## **APRIL 6, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On April 8, 2015, staff attended a meeting with consultants for the proposed Historic Central Avenue Business Improvement District.

Staff attended the Executive Management meeting on April 8, 2015.

On April 10, 2015, staff attended the ClerkSTAT and LA BID Consortium meetings.

One Public Records Act Requests was processed.

## **APRIL 9, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On April 8, 2015, staff participated in conference calls with consultants for the proposed Historic Central Avenue Business Improvement District.

Staff attended the Executive Management meeting on April 8, 2015.

On April 10, 2015, staff attended the ClerkSTAT, LA BID Consortium and Quarterly Division Head meetings.

One Public Records Act Requests was processed.

## **APRIL 20, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On April 19, 2015, Council adopted the reconfirmation of assessments for the Los Feliz, and Wilmington Business Improvement Districts; modification for the Arts District Los Angeles, and the Annual Planning Reports for the Brentwood Village, Canoga Park, Downtown Center, South Los Angeles Industrial Tract, and Sunset and Vine Business Improvement Districts.

Staff attended the Executive Management meeting on April 22, 2015.

On April 23, 2015, staff met with the consultant for Central Avenue Business Improvement District.

One Public Records Act Requests was processed.



## **APRIL 27, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On April 28, 2015, the Ordinance of Intention was forwarded to the City Attorney for the renewal of the Los Angeles Tourism Marketing District and Ordinance of Establishments for the Arts District Modification, Wilmington and Los Feliz Business Improvement Districts' reconfirmation of assessment.

On April 29, 2015, staff met with the CAO relative to the City's Livability concerns.

Staff attended the Executive Management meeting on April 29, 2015.

On April 29, 2015, staff mailed notices of data submission June 1, 2015 due date to the property-based business improvement districts (30).

On April 30, 2015 staff is scheduled to conference with the consultants for the South Los Angeles Industrial Tract renewal and proposed Central Avenue Business Improvement Districts.

On April 30, 2015, staff attended the Budget and Finance Committee meeting relative to the FY2015-16 budget hearings.

Two Public Records Act Requests were processed.

## **MAY 5, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On May 5, 2015, the Ordinance of Intention was adopted by Council for the proposed Pacific Palisades Business Improvement District.

The Ordinance of Intention for the proposed South Park II and renewal of the Gateway to LA Business Improvement Districts were forwarded to the City Attorney for review and signature.

On May 6, 2015, staff met with the proponents for the proposed Central Avenue Business Improvement District and participated in a conference call.

Staff attended the Executive Management meeting on May 6, 2015.

On May 5, 2015, a total of 58 checks were mailed for the disestablished Arts District refund in aggregate amount of \$20,937.50.

One Public Records Act Requests was processed.

## **MAY 11, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On May 13, 2015, the Ordinance of Intention was adopted by Council for the proposed South Park II Business Improvement District.

The Ordinance of Intention for the proposed South Park II and renewal of the Gateway to LA Business Improvement Districts were forwarded to the City Attorney for review and signature.

On May 6, 2015, staff met with the proponents for the proposed Central Avenue Business Improvement District and participated in a conference call.

Staff attended the Executive Management meeting on May 13, 2015.

On May 14, 2015, staff attended the ClerkStat meeting.

The LA BID Consortium meeting was held at Baldwin Hills Plaza on May 13, 2015.

One Public Records Act Requests was processed.

## **MAY 18, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On May 19, 2015, the Council adopted the Ordinance of Establishment for the reconfirmation of assessments for the Wilmington merchant-based Business Improvement District.

On May 20, 2015, the Council adopted the Ordinances of Intention for the proposed South Park II and renewal of the Los Angeles Tourism Marketing District and Gateway to LA Business Improvement Districts (Continued from May 13 & 15, 2015 Council meetings).

The LADWP MOU Fund Review Committee reviewed 23 applications for funds with 19 approved (three applications were incomplete) for \$115,000 on May 19, 2015.

On May 21, 2015, N&BID Division met to discuss the Process Innovation training.

Staff met with the CAO representative on livability on May 21, 2015.

On May 21, 2015, staff reported on “in-kind” contributions relative to General Benefits pursuant to the response from City Attorney recommending against the practice.

Staff attended the Executive Management meeting on May 20, 2015.

One Public Records Act Request was processed.

## **MAY 25, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On May 26, 2015, the staff met with the Clean Streets Initiative Group.

On May 28, 2015, staff requested the Economic Development Committee to waive consideration of the South Los Angeles Industrial Tract (Goodyear) Business Improvement District renewal documents for Council consideration of the matter before the County data submission deadline and to waive consideration of corrected Ordinance of Intention for the Los Angeles Tourism Marketing District Business Improvement District renewal

Staff met with the CAO representative on livability on May 28, 2015.

Staff attended the Executive Management meeting on May 27, 2015.

On May 27, 2015 thru May 29, 2015, interviews were conducted for the Management Analyst II position.

One Public Records Act Request was processed.

## **JUNE 1, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On June 2, 2015, staff attended the Great Streets for LA meeting at LADOT.

On June 2 & May 28, 2015, staff requested the Economic Development Committee to waive consideration of the South Los Angeles Industrial Tract (Goodyear) Business Improvement District renewal documents for Council consideration of the matter before the County data submission deadline and to waive consideration of corrected Ordinance of Intention for the Los Angeles Tourism Marketing District Business Improvement District renewal

The Request for Proposal was released and uploaded on BAVN to select a consultant for the proposed Hollywood Western Business Improvement District.

On June 2, 2015 Taneda Larios accepted the Management Analyst II position.

On June 3, 2015, meetings were held to review the Management District Plan and Engineer's Report with the consultants for establishment of the proposed Central Avenue and renewal of the Granada Hills Business Improvement Districts.

## **JUNE 8, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

Staff attended the Clean Streets Initiatives Working Group Meeting on June 8, 2015.

A pre-proposal conference was held on June 9, 2015 for the proposed Hollywood Western business improvement district.

On June 9, 2015, the Economic Development Committee approved the renewal of the South Los Angeles Industrial Tract (Goodyear) Business Improvement District and Annual Planning Reports for the San Pedro Historic Waterfront, Hollywood Entertainment and Lincoln Heights Business and Community Benefit District, Westchester Town Center, Business Improvement Districts.

On June 9, 2015, staff met with the CAO relative to the Clean Streets Initiative and best practices for BIDs.

On June 10, 2015, the Los Angeles Tourism Marketing District public hearing for renewal was held in Council with plans to introduce a Rule 16 Motion on June 12, 2015 to repeal the old ordinance and adopt the corrected ordinance with new public hearing dates.

On June 10, 2015, staff attended the Innovation Award and N&BID Executive Meetings.

Staff attended the ClerkSTAT meeting and discussed the status of proposed and renewal business improvement district, analysis, and a Best Practices workshop for consultants on June 11, 2015.

On June 11, 2015, staff attended the LA BID Consortium meeting in Hollywood.

## **JUNE 15, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On June 16, 2015, the Council adopted the Ordinance of Intentions for the renewal of the Los Angeles Tourism Marketing District, South Los Angeles Industrial Tract and Granada Hills Business Improvement District and the Annual Planning Reports for the Historic Waterfront, Westchester Town Center, Hollywood Entertainment District, Lincoln Heights Business and Community Benefit District Business Improvement District.

On June 9, 2015, staff met with the CAO relative to the Clean Streets Initiative and best practices for BIDs.

On June 16, 2015, staff attended the N&BID Executive Meeting.

Staff met with the LADWP MOU Fund working group on June 17, 2015.

Staff attended the Public Works Committee meeting relative to the CF Livability item on June 17, 2015.

On June 18, 2015, staff mailed out notice of public hearing and ballot packages for the renewal of the South Los Angeles Industrial Tract and Granada Hills Business Improvement District and notice of public meeting and public hearing for the renewal of the Los Angeles Tourism Marketing District.

Staff attended the Revenue Management Committee meeting on June 18, 2015.



## **JUNE 22, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On June 22, 2015, staff attended the Clean Streets Initiative Working Group meeting.

On June 23, 2015, the Council held the Public Hearing and the ballots were tabulated for the proposed Pacific Palisades Business Improvement District with 79.44% of weighted ballots in favor and 20.56% opposed to establishment.

On June 23, 2015, the Economic Development Committee approved the Annual Planning Reports for the Arts District Los Angeles, Historic Downtown, and Greater South Park, Business Improvement Districts.

Staff attended the Highland Park Board meeting on June 23, 2015.

On June 24, 2015, Council adopted the Ordinance of Establishment for the Pacific Palisades Business Improvement District.

On June 25, 2015, staff attended a meeting with consultants for the proposed Historic Central Avenue Business Improvement District.

One Public Records Act Request (Lien Letter) was processed.

## **JUNE 29, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On June 29, 2015, staff met with the consultant for the proposed Central Avenue Business Improvement District to review the Management District Plan and Engineer's Report.

On June 29, 2015, staff participated in the City Recommendations Committee meeting (designated by the LA BID Consortium).

On June 30, 2015, the Council adopted the Annual Planning reports for the Arts District LA, Historic Downtown and Greater South Park Business Improvement Districts and conducted the Public Meeting for the Los Angeles Tourism Marketing District Business Improvement District renewal.

On June 30, 2015, staff met with Systems Division to discuss the creation of templates with pop-up boxes and adding them to the BID Module.

On July 1, 2015, staff met with the Fashion District Business Improvement District to discuss renewal.

On July 1, 2015, staff attended an offsite meeting for the proposed Central Avenue Business Improvement District.

One Public Records Act Request (Lien Letter) was processed.

## **JULY 6, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On July 6, 2015, staff attended the Clean Streets Initiatives Working Group meeting.

On July 7, 2015, a teleconference was held to review the Management District Plan and Engineer's Report for the proposed Central Avenue Business Improvement District.

Parcel data information was submitted to the County Assessor on July 7, 2015.

On July 8, 2015, staff met with Systems Division to discuss the creation of templates with pop-up boxes and adding them to the BID Module.

On July 8, 2015, staff attended the N&BID Executive Meeting.

On July 9, 2015, staff attended the LA BID Consortium meeting.

On July 9, 2015, staff attended the ClerkSTAT meeting.

One Public Records Act Request (Lien Letter) was processed.

## **JULY 13, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On July 14, 2015, a teleconference was held to review the Management District Plan and Engineer's Report for the Encino Business Improvement District renewal.

On July 15 - 16, 2015, staff attended the N&BID Innovation and Process Mapping meeting.

On July 15, 2015, staff attended the N&BID Executive Meeting.

Staff met with the consultant to review the first draft of the Management District Plan and Engineer's Report for the Westwood Business Improvement District renewal.

The Student Professional Workers are assisting staff in organizing their files and cubicles and processing boxes for records retention.

One Public Records Act Request (Lien Letter) was processed.

## **JULY 20, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

Staff submitted assessment data for 25 Business Improvement Districts totaling \$22,604,223.67, to the Los Angeles County for placement on FY 2015-2016 Secured Tax Roll.

Staff attended the Clean Streets Initiatives Working Group Meeting on July 20, 2015.

On July 21, 2015, staff met with the proponent group for the Hollywood Western BID to conduct interviews and select a consultant for the proposed BID.

On July 22, 2015, a teleconference was held to review the Management District Plan and Engineer's Report for the Westwood Business Improvement District renewal.

On July 22, 2015, staff attended the N&BID Executive Meeting.

One Public Records Act Request (Lien Letter) was processed.

## **JULY 27, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On July 28, 2015, the Council adopted the 2013-14 Annual Planning Report for the Los Angeles Tourism Marketing District Business Improvement District and held the public hearings for the Gateway to LA renewal and the proposed South Park II Business Improvement Districts. The Gateway to LA weighted ballot tabulation passed with 82.13% in favor and South Park II passed with 85.39% in favor.

Staff meeting was held on July 28, 2015 to brainstorm ideas for innovating the Neighborhood and Business Improvement District Division to the level of New York and San Francisco.

On July 29, 2015, the Council adopted the Ordinances of Establishment for the Gateway to LA and South Park II Business Improvement Districts.

Staff submitted assessment data for the Fashion District Business Improvement District to the Los Angeles County for placement on FY 2015-2016 Secured Tax Roll.

On July 30, 2015, a teleconference was held to review the Management District Plan and Engineer's Report for the proposed Venice Beach Business Improvement District.

On July 29, 2015, staff attended the N&BID Executive Meeting.

The proposed Central Avenue Business Improvement District reached 50.32% petition level. The Ordinance of Intention is signed. The next step will be to submit the City Clerk report for Council Committee consideration.

The consultant contract was processed and mailed to Urban Place Consulting for the proposed Hollywood Western Business Improvement District on July 30, 2015.

Two Public Records Act Requests (Lien Letter) were processed.

## **AUGUST 3, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

Staff attended the Clean Streets Initiatives Working Group Meeting on August 3, 2015.

On August 4, 2015, hearing protests relative to the establishment of the South Los Angeles Industrial Tract and the Old Granada Village Business Improvement Districts were held in Council. A majority protest was not found for either BID. The South Los Angeles Industrial Tract weighted ballot tabulation passed with 63.52% in favor and Old Granada Village passed with 80.71% in favor.

On August 5, 2015, the tabulation results were announced and Council adopted the Ordinances of Establishment for both the South Los Angeles Industrial Tract and Old Granada Village Business Improvement Districts.

The 2015 administrative contract for the Wilmington Commercial Merchant-Based Business Improvement District was mailed out on August 5, 2015.

Staff submitted assessment data for the Hollywood Media, South Los Angeles Industrial Tract and Old Granada Village Business Improvement Districts to the Los Angeles County for placement on FY 2015-2016 Secured Tax Roll.

The Ordinance of Intention to renew the annual levy of assessment for Chatsworth Business Improvement District (Merchant-Based) was submitted to the City Attorney for approval on August 4, 2015. The 2015/2016 Annual Report is under review. The next step will be to submit the City Clerk report for Council Committee consideration.

On August 5, 2015, staff attended the N&BID Executive Meeting.

The proposed Central Avenue Business Improvement District reached 51.20% petition level. The Ordinance of Intention is signed. The next step will be to submit the City Clerk report for Council Committee consideration.

Two Public Records Act Requests (Lien Letters) were processed.

## **AUGUST 10, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

The City Clerk Report, Ordinance of Intention and 2015/2016 Annual Report for the Chatsworth Business Improvement District (Merchant-Based) to renew the annual levy of assessment were submitted to Council and Public Services for scheduling at Council Committee.

The 2015/2016 Annual Planning Report for the Los Angeles Tourism Marketing District was submitted to Council and Public Services for scheduling at Council Committee.

Staff processed reconciliations to the assessment data submitted to the Los Angeles County Assessor for placement on FY 2015-2016 Secured Tax Roll.

On August 12, 2015, staff attended the N&BID Executive Meeting.

On August 13, 2015, staff attended the Clerk Stat Meeting.

On August 13, 2015, the BID Consortium will be hosting a round table discussions on BID operations.

The City Clerk Report, Ordinance of Intention, Management District Plan and Engineer's Report for the proposed Central Avenue Business Improvement District were submitted to Council Public Services for scheduling at Council Committee. The operating period for this new/proposed BID is January 1, 2016 to December 31, 2020.

Staff met with consultant to review the 2<sup>nd</sup> draft of the Management District Plan and Engineer's Report for the Westwood BID renewal.

Staff researched information related to the discovery request in the case of the Los Angeles Catholic Worker, et al vs. City of Los Angeles (Case No. CV 14-07344PSG).

Two Public Records Act Requests (Lien Letters) were processed.



## **AUGUST 17, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On August 17, 2015, Council adopted the Ordinance of Establishment for the Los Angeles Tourism Marketing District Business Improvement Districts.

On August 17, 2015, staff met with CD 12 staff relative to the Chatsworth Business Improvement District and insurance requirements.

Staff met with CD 15 staff relative to discussions of a potential business improvement district on Gaffey Street in the San Pedro area of the City.

Staff continues to reconcile assessment data with the county Assessor's Office for the 2016 assessments.

On August 19, 2015, staff attended the N&BID Executive Meeting.

Staff met with the consultant for the proposed Venice Beach Business Improvement District to review the Management District Plan and Engineer's Report.

## **AUGUST 24, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On August 25, 2015, the Economic Development Committee approved the Annual Report for reconfirmation of Assessments for the Chatsworth merchant-based Business Improvement District and the Annual Planning Report for the Los Angeles Tourism Marketing District Business Improvement District.

On August 25 –26, 2015, staff attended the Government IT Summit and learned of several apps which could be implemented for the Neighborhood and Business Improvement District Division.

On August 27, 2015, staff met with the consultant to review the proposed Venice Beach Business Improvement District Management District Plan and Engineer's Report.

Staff continues to reconcile assessment data with the county Assessor's Office for the 2016 assessments.

On August 26, 2015, staff attended the N&BID Executive Meeting.

The Los Feliz merchant-based Business Improvement District contract was attested.

## **AUGUST 31, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On September 2, 2015, the Council adopted the Ordinance of Intention for the proposed Central Avenue Business Improvement District; the Annual Report for reconfirmation of Assessments for the Chatsworth merchant-based Business Improvement District and the 2015 Annual Planning Report for the Los Angeles Tourism Marketing District Business Improvement District.

Staff continues to reconcile assessment data with the county Assessor's Office for the 2016 assessments.

On September 1, 2015, staff met with the consultant to review the proposed Venice Beach Business Improvement District Management District Plan and Engineer's Report.

On September 2, 2015, staff met with the consultant to review the Management District Plan and Engineer's Report for renewal of the Westwood Business Improvement District.

On September 2, 2015, staff attended the N&BID Executive Meeting.

## **SEPTEMBER 7, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On September 9, 2015, the public hearing notices were mailed for the establishment of the proposed Central Avenue Business Improvement District and reconfirmation of assessments of the Chatsworth Business Improvement Districts.

The Sherman Oaks Village Business Improvement District has a new Executive Director, Vicki Nussbaum.

Pacific Palisades and Old Granada Hills Business Improvement Districts' Administrative contracts were mailed out September 8, 2015.

The TRU Staff are developing the databases for the merchant-based business improvement districts reconfirmation of assessments.

Staff attended the LA BID Consortium meeting held in Little Tokyo on September 10, 2015.

Several employees are on vacation this week.

## **SEPTEMBER 14, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On September 14 & 15, 2015, the Division continued the Process Improvement and Innovation mapping of its activities.

On September 15, 2015, staff attended the Highland Park Board meeting.

Staff is working on the 2016 Annual Planning Report templates for the property-based business improvement districts and mailing out reminder letters.

The final notices for the Los Feliz merchant-based were mailed on September 15, 2015.

The TRU Staff are developing the databases for the merchant-based business improvement districts 2016 reconfirmation of assessments.

On September 17, 2015, staff attended the Revenue Management Committee meeting facilitated by the office of Finance.

## **SEPTEMBER 21, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On September 22, 2015, the Council adopted the Ordinance of Establishment for the Chatsworth Business Improvement District for June 1, 2015 through May 30, 2016..

On September 24, 2015, the Division continued the Process Improvement and Innovation mapping of its activities.

On September 24, 2015, FMS training was provided to the BID Analyst to provide Level 1 approvals.

Staff completed to work on the 2016 Annual Planning Report templates for the property-based business improvement districts and mailed out reminder letters to the applicable property-based districts.

The TRU Staff are developing the databases for the merchant-based business improvement districts 2016 reconfirmation of assessments.

Staff worked with the City Attorney's Office and the LA BID Consortium to establish a training session for the businesses within BIDs on the new Minimum Wage Ordinance.

A professor from Texas A&M University, Department of Landscape Architecture and Urban Planning, has requested City Clerk collaboration/community for a grant application to study business improvement districts. A copy of the proposal has been requested for review/decision.

## **SEPTEMBER 28, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On September 28, 2015, the Staff attended the Clean Streets Initiatives Working Group meeting – discussion centered on outreach for participation by the Neighborhood Councils in the Mayor’s Volunteer Corps and continued clean street assessment ratings.

On September 29, 2015, the Division continued the Process Improvement and Innovation mapping of its activities.

On September 29, 2015, staff met to view a demo of a Quickbase application for project monitoring.

The TRU Staff continued developing the databases for the merchant-based business improvement districts 2016 reconfirmation of assessments.

Staff continued working with the City Attorney’s Office and the LA BID Consortium to establish a training session for the businesses within business improvement districts on the new Minimum Wage Ordinance to be held on November 3, 2015.

On September 29, 2015, staff reviewed and approved a proposal from a professor from Texas A&M University, Department of Landscape Architecture and Urban Planning, requesting City Clerk collaboration/community partnership for a grant application to study business improvement districts. A copy of the proposal was requested and reviewed.

On October 1, 2015, staff submitted 1022 paperwork relative to releasing a Request for Proposals for a consultant to prepare a Public Information Campaign for the Neighborhood and Business Improvement District Program; and a RFQ for CPA firms to audit the individual business improvement districts and hotels for the Los Angeles Tourism Marketing District.

From September 30, 2015 – October 2, 2015, staff attended the 61st Annual International Downtown Association Conference in San Francisco, CA. The Conference will focus on how innovation, inclusion and inspiration bridge common issues facing downtowns and urban districts from coast to coast. In addition to the knowledge gained at the workshops of trends affecting business improvement districts, conference attendance affords the opportunity to network with colleagues in other cities, states, and countries.

## **OCTOBER 5, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On October 1, 2015, the South Park BID was honored with the Global Pinnacle Award for improvements in public space by the International Downtown Association at its 61st Annual Conference in San Francisco, CA.

On October 8, 2015, the Division continued the Process Improvement and Innovation mapping of its activities.

The TRU Staff continue developing the databases for the merchant-based business improvement districts 2016 reconfirmation of assessments.

On October 6, 2015, staff prepared a flyer to advertise the coordinated training of the City Attorney's Office, Public Works Contract Administration and the LA BID Consortium for the businesses within business improvement districts on the new Minimum Wage Ordinance to be held on November 3, 2015.

From September 30, 2015 – October 2, 2015, staff attended the IDA Conference and reported efforts of business improvement districts across the country including their management of public parking lots/structures as joint profitable public private ventures, efforts to assist in ending homelessness and inclusivity of various ethnic groups like Google and Silicon Valley Tech firms.

On October 7, 2015, staff reviewed the 3<sup>rd</sup> draft of the Westwood Business Improvement District's renewal management district plan and Engineer's report.

On October 7, 2015, staff attended the Executive Meeting.

Staff attended an evening meeting relative to the proposed Central Avenue Business Improvement District on October 7, 2015.



## **OCTOBER 12, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On October 12, 2015, the Economic Development Committee approved the reconfirmation of assessments for the Wilshire Center Business Improvement District.

On October 14, 2015, staff attended a meeting at LADWP relative to economic development funding for Business Improvement Districts.

On October 14, 2015, staff attended the Executive Meeting.

Staff attended an evening meeting relative to the proposed Gaffey Street Business Improvement District (one of the Mayor's Great Streets) on October 14, 2015.

On October 15, 2015, staff attended the Division Manager meeting.

One Public Records Act Request (Lien letter) was processed.

## **OCTOBER 19, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On October 19, 2015, staff attended the Clean Streets Initiatives Working Group – emphasis was placed public engagement training for community clean up and coordination of enforcement activities between PW, Street Services, Sanitation and the Office of the City Attorney.

On October 21, 2015, the City Council approved the reconfirmation of assessments for the Wilshire Center Business Improvement District. The public meeting is scheduled for November 17, 2015 with the final public hearing scheduled on December 12, 2015.

On October 22, 2015, staff attended the Division Process Innovation mapping meeting.

Two Public Records Act Requests (Lien letter) were processed.

## **OCTOBER 26, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On October 27, 2015, the Council held the Public Hearing and the ballots were tabulated for the proposed Central Avenue Business Improvement District with 78.65% of weighted ballots in favor and 21.35% opposed to establishment. The Ordinance of Establishment was adopted by Council on October 28, 2015.

On October 27, 2015, Request for Proposals for Qualified (RFQ) Consultants for Business Improvement District Formation was released on the City's Business Assistance Virtual Network (BAVN). By 6:00 a.m. on October 28, 973 BAVN users had viewed the RFQ. The RFQ will be open for six months to May 2, 2016.

On October 28, 2015, 957 notices, ordinances of intention and 2016 Annual Reports were mailed out for the renewal of the Wilshire Center BID's 21st operating year. The Final Hearing and Ordinance to renew the BID will be heard in Council on December 15, 2015.

## **NOVEMBER 2, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On November 2, 2015, staff attended the Clean Streets Initiatives Working Group – The Bureau of Sanitation will develop a plan for increasing the number of City-owned trash receptacles by 1,250 each year for the next 3 fiscal years. Emphasis was placed on developing a map to indicate the locations of City-owned trash receptacles and sharing this information with the Business Improvement Districts.

On November 3, 2015, the staff worked with the Office of the City Attorney and Bureau of Contract Administration to provide a Minimum Wage Question and Answer Session for businesses within Business Improvement Districts. The session was held in the Controller's conference room.

Staff attended an evening meeting relative to the proposed Gaffey Street Business Improvement District (one of the Mayor's Great Streets) on November 3, 2015.

On November 4, 2015, staff attended the Executive meeting.

On November 4, 2015, staff attended the Open Data for Government Workshop in Santa Monica.

## **NOVEMBER 9, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On November 9, 2015, invoices totaling \$103,500 for the Chatsworth Merchant-based Business Improvement District were mailed to 365 stakeholders.

The consultant for the new Hollywood Western Business Improvement District submitted for review, a proposed management district plan and engineer's report to establish the District for a 5-year term.

On November 12, 2015, staff attended the LA BID Consortium meeting which was held at the LA Theater in the Downtown Center Business Improvement District.

On November 13, 2015, staff attended an Innovation and Process Improvement Greenbelt Training. The session was held at the Controller's conference room.

Staff attended the Annual Meeting of the Melrose Business Improvement District on November 13, 2015.

Several employees are on vacation this week.

## **NOVEMBER 16, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On November 16, 2015, staff attended the Clean Streets Initiatives Working Group – The Bureau of Sanitation and Street Services will meet with the Council Offices on November 30, 2015 to brief them on the plan for the trash cans and Neighborhood Council assistance. Internal meetings will be held with the OCB contractors to evaluate cleanliness of streets.

On November 16, 2015, the Westwood Business Improvement District was approved to secure petitions from property owners for a new ten-year term (1/1/2017 - 12/31/2026).

On November 17, 2015, the Council held the public meeting for the reconfirmation of assessments for the Wilshire Center Business Improvement District.

On November 18, 2015, staff provided training on the Brown Act and on contract reporting requirements for the new Pacific Palisades and Central Avenue Business Improvement Districts, and to the existing Studio City, Lincoln Heights and South Park Business Improvement Districts.

On November 18, 2015, staff attended the Executive meeting.

On November 19, 2015, staff attended the Electronic Blue Slip Training session.

## **NOVEMBER 23, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On November 23 & 24, 2015, staff reviewed the first draft of the Management District Plan and Engineer's reports for the proposed Hollywood Western and second draft of the proposed Venice Beach property-based Business Improvement Districts.

On November 24, 2015, staff attended the 12<sup>th</sup> Annual Holiday concert in the Gateway to LA Business Improvement District.

The Technical Research Unit continues to review on data for the proposed Hollywood Western Business Improvement District and research refunds for the Arts District, Sylmar and Pacoima Business Improvement Districts.

The Accounts Receivable Unit continues to process returned mail from the invoice mailing for Chatsworth Business Improvement District.

On November 26 and 27, 2015, staff partook of the Thanksgiving Holiday.

## **NOVEMBER 30, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On November 30, 2015, staff submitted the final draft of the response to the Motion (Fuentes – Blumenfield) requesting identifying the best practices of business improvement districts across the country.

Staff attended the Clean Streets Initiatives Working Group – The Bureau of Sanitation and Street Services will meet with the Council Offices on November 30, 2015 to brief them on the plan for the trash cans and Neighborhood Council assistance. Internal meetings will be held with the OCB contractors to evaluate cleanliness of streets on November 30, 2015.

On December 2, 2015, staff attended the Special Meeting of the- Ad Hoc On Comprehensive Job Creation Plan Committee relative to the Motion (Fuentes - Blumenfield) instructing the City Clerk, with the assistance of the Economic and Workforce Development Department and the City Attorney, to report relative to Business Improvement District best practices, legal issues, and policy restrictions.

The Technical Research Unit continues to review on data for the proposed Hollywood Western Business Improvement District and research refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

The Accounts Receivable Unit continues to process returned mail from the invoice mailing for Chatsworth Business Improvement District.

On November 26 and 27, 2015, staff partook of the Thanksgiving Holiday.



## **DECEMBER 4, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

The 2016 Annual Planning Reports for the following Business Improvement Districts were submitted to Council and Public Services for scheduling at Committee and Council: Greater Leimert Park, Highland Park, Larchmont Village, Melrose, Westwood and San Pedro Historic Waterfront.

On December 1, 2015, invoices totaling \$418,166.22 for the newly established South Park II Business Improvement District were mailed to property owners.

On December 2, 2015, staff attended the Special Meeting of the- Ad Hoc On Comprehensive Job Creation Plan Committee relative to the Motion (Fuentes - Blumenfield) instructing the City Clerk, with the assistance of the Economic and Workforce Development Department and the City Attorney, to report relative to Business Improvement District best practices, legal issues, and policy restrictions.

The Technical Research Unit continues to review data for the proposed Hollywood Western Business Improvement District, research refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts and research returned mail for Chatsworth and Wilshire Center Merchant-based Business Improvement Districts.

One lien letter was processed.

On December 3, 2015, staff attended the End of Year Celebration Party.

## **DECEMBER 7, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

The 2016 Annual Planning Reports for the following Business Improvement Districts were submitted to Council and Public Services for scheduling at Committee and Council: Wilshire Center, Greater Leimert Park, Highland Park, Larchmont Village, Melrose, Westwood and San Pedro Historic Waterfront.

On December 9, 2015, staff attended holiday lunch.

On December 11, 2015, staff submitted the final draft of the response to the Motion (Fuentes – Blumenfield) requesting identification of the best practices of business improvement districts across the country.

The Technical Research Unit continues to review data for the proposed Hollywood Western Business Improvement District and research refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

The Accounts Receivable Unit continues to process returned mail from the invoice mailing for Chatsworth Business Improvement District.

## **DECEMBER 14, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On December 14, 2015, staff met with proponents for a proposed Gaffey Street Business Improvement District in San Pedro with representatives of Council District 15. CD 15 is opting to hire a consultant for outreach to property owners.

The Ordinance reconfirming assessments for the Wilshire Center Business Improvement District's 2016 fiscal year was adopted by Council on December 15, 2015.

On December 15, 2015, staff met to address requests for installments for the new South Park II Business Improvement District's invoices due on December 30, 2015 and to authorize two installment payments in anticipation of similar concerns for the new Central Avenue Business Improvement District. Letters will be mailed out on December 17, 2015 for both Business Improvement Districts.

Staff attended the Fraud Awareness and Security Training facilitated by the Offices of Finance, Controller, ITA and LAPD on December 16, 2015. The discussion included how to spot counterfeit bills and how to avoid identity theft.

On December 16, 2015, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

On December 17, 2015, staff attended the Election Division holiday luncheon.

Staff met with the consultant to review the Management District Plan and Engineer's Report for the proposed Hollywood Western Business Improvement District on December 17, 2015.

On December 18, 2015, staff submitted the final draft of the response to the Motion (Fuentes – Blumenfield) requesting identification of the best practices of business improvement districts across the country.

The Technical Research Unit continues to review data for the proposed Hollywood Western Business Improvement District and research refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

## **DECEMBER 21, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On December 21, 2015, the administration contract for the operating period 2016 - 2020 of the newly established Pacific Palisades Business Improvement District, was attested and mailed to the District.

On December 21, 2015, the Encino Commons Business Improvement District reached a petition level of 50.25 % to renew the District for the operating period beginning January 1, 2016 – December 31, 2020.

Staff completed the mandatory Fraud, Waste and Abuse training on December 22, 2015.

The 2016 Annual Planning Reports for 15 Districts were submitted to Council and Public Services for scheduling at Committee and Council.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

One lien letter was processed.

Several staff members are on vacation this week for the Christmas Holidays.

## **DECEMBER 28, 2015 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On December 29, 2015, the following reports were submitted to the City Attorney for approval as to form and legality: the administration contract for the operating period 2016 - 2020 of the renewed Old Granada Village Business Improvement District and the Ordinances of Intention for the Los Feliz Village Merchant-based District and the Encino Commons Property-based District.

The 2016 Annual Planning Reports for 19 Districts were submitted to Council and Public Services for scheduling at Committee and Council. Analysts continue to review Reports for the other Districts.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

Several staff members are on vacation this week for the New Year Holiday.

## **JANUARY 4, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On January 5, 2016, the Accounts Receivable Unit prepared and mailed invoices for the new Central Avenue Business Improvement District. A letter was included to permit the assessment payment in two installments.

The 50% petition threshold was met for the Encino (expired December 31, 2015) and Westwood (expires December 31, 2016) Business Improvement Districts. Ordinances of Intention for the renewal of the Encino and Westwood Business Improvement Districts were submitted to the City Attorney for approval as to form and legality.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

On January 6, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

Staff attended the deposition meeting with the City Attorney on January 6, 2016.

Staff met with the consultant to review the Management District Plan and Engineer's Report for the proposed Venice Beach Business Improvement District on January 7, 2016.

## **JANUARY 11, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On January 11, 2016, staff attended the Clean Streets Initiatives Working Group – A subcommittee will be formed to discuss community involvement with the Clean Streets Initiative and distribution of information relative to the Clean Streets Program. The subcommittee will be comprised of PW, Public Information Officer, Department of Neighborhood Empowerment, Sanitation and City Clerk, NBID.

On January 12, 2016, the Economic Development Committee approved the Annual Report to Reconfirm the assessments for the Little Tokyo Business Improvement District for 2016 and the 2016 Annual Planning Reports for the following Business Improvement Districts: Hollywood Entertainment District, Downtown Industrial District, East Hollywood, Byzantine Latino Quarter – Pico, Lincoln Heights Business and Community Benefit District, Lincoln Heights Industrial Zone, Studio City, San Pedro Historic Waterfront, Larchmont Village, Highland Park, Melrose, and Westwood.

On January 13, 2016, staff attended the Special Meeting of the- Ad Hoc On Comprehensive Job Creation Plan Committee relative to the Motion (Fuentes - Blumenfield) and City Clerk report relative to Business Improvement District best practices, legal issues, and policy restrictions.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

On January 13, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

Staff attended the LA BID Consortium meeting on January 14, 2016 which was hosted by the hosted and held by the Downtown Industrial District Business Improvement District.

## **JANUARY 18, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On January 20, 2016, the Council adopted the Annual Report to Reconfirm the assessments for the Little Tokyo Business Improvement District for 2016.

N&BID Division staff met with Systems Division staff to discuss a platform for electronic submissions of certain reports by the business improvement districts on January 19, 2016.

On January 21, 2016, staff reviewed the 2<sup>nd</sup> draft of the Management District Plan and Engineer's Report for the proposed Hollywood/Western Business Improvement District with the consultant.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

On January 20, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.



## **JANUARY 25, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On January 25, 2016, staff reviewed the 3<sup>rd</sup> draft of the Management District Plan and Engineer's Report for the proposed Hollywood/Western Business Improvement District with the consultant. The Consultant is out to petition.

On January 26, 2016, the Council adopted the 2016 Annual Planning Reports for the Hollywood Entertainment District, Byzantine Latino Quarter-Pico, Arts District Los Angeles, Melrose, Studio City and Century City Business Improvement Districts.

On January 27, 2016, the Council adopted the 2016 Annual Planning Reports for the Highland Park, Greater Chinatown, Lincoln Heights Industrial Zone, Lincoln Heights Business and Community Benefit District, Westwood, East Hollywood, San Pedro Historic Waterfront, Downtown Industrial District, North Hollywood Transit, and Larchmont Village Business Improvement Districts.

On January 27, 2016, 370 notices were copied and mailed for the reconfirmation of the Little Tokyo Merchant-based Business Improvement District

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

On January 28, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

Staff met with Takuma Fuse of the Nomura Research Institute in Japan relative to business improvement district formation on January 29, 2016.

## **FEBRUARY 1, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On February 2, 2016, staff conducted a Brown Act training session for the Board members of the newly established Central Avenue Business Improvement District.

On February 3, 2016, staff reviewed the 3<sup>rd</sup> draft of the Management District Plan and Engineer's Report for the proposed Venice Beach Business Improvement District with the consultant.

On February 3, 2016, staff met with Managing Assistant City Attorney, Ronald Whitaker, on the federal lawsuit entitled Los Angeles Catholic Worker et al. v. Los Angeles Downtown Industrial District BID, et al. This case is related to the Lavan V. City of Los Angeles case – involving the alleged seizure of homeless people's personal property – which led to an injunction against the City.

Analysts have received 33 Annual Planning Reports of the 34 Reports that are due for 2016. One Annual Report is due on February 15, 2016. 18 Reports have been adopted by Council; 13 Reports have been submitted to CPS for scheduling at Committee and Council; 2 Reports are under review by the Analyst and are awaiting corrections and/or additional information.

On February 4, 2016, staff participated in a deposition for the Los Angeles Catholic Worker et al. v. Los Angeles Downtown Industrial District Business Improvement District et al.

Invoices totaling \$3,346,540.24 for assessments of 613 Government parcels in 26 Business Improvement Districts were issued.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

## **FEBRUARY 9, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On February 10, 2016, the Economic Development Committee approved the renewal documents for the Encino and Westwood Business Improvement Districts; the reconfirmation of the Los Feliz and Wilmington Merchant-based Business Improvement Districts and the Annual Planning Reports for the, Fashion District, Greater South Park, Historic Downtown, Brentwood Village, Village at Sherman Oaks, Sunset and Vine, Figueroa Corridor, Greater Leimert Park Village/Crenshaw Corridor, Historic Old Town Canoga Park, Tarzana Safari Walk, and Westchester Town Center Business Improvement Districts.

The February 4, 2016 deposition for the Los Angeles Catholic Worker et al. v. Los Angeles Downtown Industrial District Business Improvement District et al. was rescheduled for February 16, 2016.

On February 10, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

On February 11, 2016, the LA BID Consortium meeting was held in the Gateway to LA BID at the Residence Inn.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

## **FEBRUARY 15, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On February 16, 2016 deposition for the Los Angeles Catholic Worker et al. v. Los Angeles Downtown Industrial District Business Improvement District et al. was completed at Legal Aid Foundation.

On February 17, 2016, the City Council adopted the Annual Planning Reports for the, Fashion District, Greater South Park, Historic Downtown, Brentwood Village, Village at Sherman Oaks, Sunset and Vine, Figueroa Corridor, Greater Leimert Park Village/Crenshaw Corridor, Historic Old Town Canoga Park, Tarzana Safari Walk, and Westchester Town Center Business Improvement Districts and held the public hearing for the Little Tokyo, Los Feliz and Wilmington merchant-based Business Improvement Districts.

On February 17, 2016, the City Council adopted the Ordinance of Intention for the Encino and Westwood Business Improvement Districts.

On February 18, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

On February 19, 2016, staff met with the consultant for the proposed Echo Park Business Improvement District.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

## **FEBRUARY 22, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

On February 23, 2016, the Economic Development Committee approved the City Clerk report (CF14-0903) in response to Motion (Fuentes – Blumenfield), relative to the best practices, legal issues and policy restrictions for Business Improvement Districts and the Annual Planning Reports for the Downtown Center and Hollywood Media District Business Improvement Districts.

On February 23, 2016, notices were mailed for the Encino and Westwood Business Improvement District renewals and setting the public hearing date for April 12, 2016.

On February 24, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

Provided the work flow chart to the Systems Division relative to the E-platform for business improvement district submission of documents to the Neighborhood and Business Improvement District Division.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

## **FEBRUARY 29, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement Districts:**

Staff attended the LA Times “The California Conversation, The Road Ahead” workshop, relative to transportation projects in Los Angeles on February 29, 2016.

On March 1, 2016, Mayoral staff had City personnel from the current Black Belt training participate in a Gemba Walk with a simulated Proposition 218 ballot tabulation in the N&BID Division.

On March 1, 2016, the Council adopted the City Clerk report (CF14-0903) in response to Motion (Fuentes – Blumenfield), relative to the best practices, legal issues and policy restrictions for Business Improvement Districts.

On March 3, 2015, staff attended the ClerkSTAT meeting at Pipertech.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

**March 7, 2016 WEEKLY REPORT****Neighborhood and Business Improvement Districts:**

Staff consulted with the staff from the City Attorney relative to California Public Records Requests for business improvement districts.

On March 8, 2016, Wei Li, Professor at Texas A&M, requested my support for a grant proposal relative to Business Improvement Districts and Residential Housing.

Council Recess this week – Business improvement district matters are scheduled for Council next week.

On March 9, 2015, staff attended the Executive meeting.

Meetings were held to discuss the Neighborhood and Business Improvement District Division budget.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

On March 10, 2016, staff attended the LA BID Consortium meeting.

## **March 14, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On March 15, 2016, Council conducted the public hearings for the reconfirmation of the Los Feliz and Wilmington merchant-based Business Improvement Districts and the Annual Planning Reports for the Downtown Center and the Hollywood Entertainment District Business Improvement Districts. 100% of the 2016 Annual Planning Reports have been completed with the adoption of these Annual Planning Reports. The Neighborhood and Business Improvement District Division has exceeded its planned goal of 75% approval by June of 2016. A big "Thank you" is extended to all staff who assisted us in achieving this milestone.

On March 15, 2016, staff consulted with the City Attorney relative to California Public Records Act Requests for business improvement districts.

On March 17, 2016, staff met with the Systems Division relative to an E-portal for business improvement district reports.

Staff attended the Revenue Management Committee meeting on March 17, 2016.

The Technical Research Unit continues to research data for refunds for the Arts District and Panorama City Business Improvement Districts.

Five CPRA requests were completed.



## **March 21, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff are working on resolutions to returned mail concerns.

On March 22, 2016, staff visited Lincoln Height Business and Community Benefit District Business Improvement District.

Staff worked to resolve Metropolitan Transit Authority billing and reimbursement concerns with the Department of Transportation and City Administrative Office.

Staff worked with the CAO relative to budget concerns for business improvement districts on March 22, 2016.

On March 22, 2016, staff consulted with the City Attorney relative to California Public Records Act Requests for business improvement districts and Grand Hope Park fund creation Ordinance.

On March 23, 2016, staff visited Century City Business Improvement District.

The Technical Research Unit continues to research data for refunds for the Arts District and Panorama City Business Improvement Districts.

Six CPRA requests were completed and information was gathered for completion of other requests.

## **March 28, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff visited the Granada Hills Village Business Improvement District.

Staff continues to resolve Metropolitan Transit Authority billing and reimbursement concerns with the Department of Transportation and City Administrative Office.

On March 30, 2016, staff worked with the City Attorney relative to the City's Minimum Wage Ordinance and setting up a question and answer session in the valley.

On March 30, 2016, staff attended the Executive meeting.

Staff attended Advanced FMS training on March 31, 2016.

On March 31, 2016, staff submitted a City Clerk report requesting an extension of the consultant contract for the formation of the proposed Echo Park Business Improvement District.

The Technical Research Unit continues to research data for refunds for the Arts District and Panorama City Business Improvement Districts.

Four CPRA requests were completed and information was gathered for completion of other requests.

## **April 4, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff conducted site visits of the Greater Leimert Park, Little Tokyo, Chatsworth Village, and North Hollywood Transit Business Improvement Districts.

On April 6, 2016, staff worked with the City Attorney relative to the City's Minimum Wage Ordinance and setting up a question and answer session in the valley for businesses – Currently planned for May 26, 2016.

On April 6, 2016, staff attended the Executive meeting.

Staff attended a meeting with the County Assessors Information Technology Division relative to their services for business improvement district assessments on April 7, 2016.

On April 7, 2016, staff attended a meeting with Systems Division relative to the electronic portal for business improvement districts to submit Annual Planning and Quarterly reports.

On April 6 – 8, 2016 – staff researched and provided information relative to State past due assessments parcels in the Hollywood Media District Business Improvement District. A letter was prepared requesting payment for the State's DMV parcels.

Staff attended the PerformLA meeting on April 7, 2016.

Two CPRA requests were completed and information was gathered for completion of other requests.

## **April 11, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On April 12, 2016, the Council held the public hearings for the renewal of the Encino and Westwood Business Improvement Districts. The ballot tabulation results for Encino Commons were 69.64% supporting and 30.36% opposing and for Westwood were 83.20% supporting and 16.80% opposing.

Staff met with the Executive Officer and Chief of the Council and Public Services Division to discuss business improvement districts and Council needs on April 12, 2016.

The Council adopted the Ordinance of Establishment for the renewal of the Encino and Westwood Business Improvement Districts on April 13, 2016.

Staff conducted site visits of the Byzantine-Latino Quarter Business Improvement District.

On April 13, 2016, staff attended the Executive meeting.

Staff attended the Annual Stakeholder meeting of the Downtown Center Business Improvement District on April 14, 2016.

On April 14, 2016, staff attended the LA BID Consortium meeting.

Staff had a meeting with Public Works personnel relative to the baseline services agreement.

Six CPRA requests and one lien letter were completed and information was gathered for completion of other requests.

## **April 18, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

LADOT recognized the North Hollywood and South Park Business Improvement Districts for being the very first community partners who partner with the City of Los Angeles through People St to bring Plazas and Parklets to their neighborhoods.

Staff attended the Ad Hoc Committee on Comprehensive Job Creation Plan. The Central City Association (Downtown Center Business Improvement District) was requested to report on the needs from Business Improvement Districts. They requested the baseline services agreements, trash bags, advanced notification of work by City Departments within BIDs, preferential and expedited permit request review for banners, sidewalk improvements, etc.

On April 21, 2016, interviews were conducted for the Management Analyst vacancy.

Staff conducted site visits of the Gateway to LA Business Improvement District.

On April 20, 2016, staff attended the Executive meeting.

Three CPRA requests and one lien letter was completed and information was gathered for completion of other requests.

Thank you to CPS for the loan of Richard Williams to assist in interviews for a Management Analyst position.

**April 25, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

Staff worked with the City Attorney's Office to make changes in the administrative contract templates for the merchant and property-based business improvement districts.

On April 27, 2016, staff met with the consultant for the proposed Venice Beach Business Improvement District to review the fourth draft.

Staff conducted site visits of the Fashion District, Downtown Center, Hollywood Media District and Wilshire Center, Tarzana, Canoga Park and Encino Commons, Westwood and Century City Business Improvement Districts.

On April 27, 2016, staff attended the Executive meeting.

Staff attended the Budget Committee for the City Clerk budget hearings on April 28, 2016.

Four CPRA requests and two lien letters were completed and information was gathered for completion of other requests.

Congratulations to Emelia Tso who received a promotion to Accountant in the Housing Department.

**May 2, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On May 2, 2016, staff attended the 2016-17 budget hearings relative to the Unappropriated Balance for business improvement districts.

On May 3, 2016, 279 invoices in the amount of \$76,150 were mailed for the Los Feliz merchant based Business Improvement District.

On May 4, 2016, staff attended the Executive meeting.

Staff conducted interviews for Accounting Clerk II positions.

Four CPRA requests were completed and information was gathered for completion of other requests.

Congratulations to Maria Gomez. She will work with Emelia Tso to learn Accounting Clerk responsibilities.

**May 9, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On May 10, 2016, the Economic Development Committee approved the City Clerk report relative to the extension of a contract for the proposed Echo Park Business Improvement District.

On May 3, 2016, 279 invoices in the amount of \$76,150 were mailed for the Los Feliz merchant based Business Improvement District.

Staff attended the Self Service Government Summit at the Cathedral on May 11, 2016.

Staff conducted site visits of the Melrose, Larchmont, South Los Angeles Industrial Tract, Arts District Los Angeles and Fashion District Studio City and Sherman Oaks Business Improvement Districts.

On May 11, 2016, staff attended the Executive meeting.

Staff attended the Economic Development Summit meeting on May 12, 2016.

Staff conducted interviews for Accounting Clerk II positions on May 13, 2016.

Four CPRA requests were completed and information was gathered for completion of other requests.



**May 16, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On May 18, 2016, the City Council adopted the City Clerk report relative to the extension of a consultant contract for the creation of the proposed Echo Park Business Improvement District.

Staff attended the Highland Park Business Improvement District board meeting on May 17, 2016.

Staff conducted site visits of the Chinatown, Studio City and Sherman Oaks Business Improvement Districts.

On May 18, 2016, staff attended the Executive meeting.

Edward Hartoonian was selected as a Student Accounting Intern.

Rita Moreno started work as a BID Analyst on May 16, 2016.

Four CPRA requests were completed and information was gathered for completion of other requests.

**May 23, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On May 25, 2016, the staff met with the Brentwood Village Business Improvement District Board, new President Julianna Friedman and Treasurer Marcie Polier Swartz and provided information on the Brown Act and the California Public Records Act.

Staff conducted site visits of the Highland Park and Hollywood Entertainment District Business Improvement Districts.

The Technical Research Unit is compiling data on the list of businesses by business Improvement District.

On May 25, 2016, staff attended the Executive meeting.

On May 26, 2016, staff attended the Hollywood Media District Board meeting.

**May 30, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On May 31, 2016, staff conducted a site visit of the East Hollywood Business Improvement District.

On May 31, 2016, the RFQ for BID Consultants was placed on BAVN and listed on the California Downtown Association newsletter.

On June 2, 2016, the staff met with the Studio City Business Improvement District Board members. Staff conducted site visits of the East Hollywood Business Improvement Districts.

The Technical Research Unit continue to compile data on the list of businesses by business Improvement District.

On June 1, 2016, staff attended the Executive meeting.

One CPRA request was processed.

## **June 6, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff conducted site visits of the South Park, South Park II, Arts District, and Figueroa Corridor Business Improvement Districts.

On June 1, 2016, the business Improvement districts submitted their data for the County Assessor's Tax Roll (except one Chinatown) for review by the Technical Research Unit.

The Technical Research Unit continues to compile data of businesses by business Improvement District.

On June 8, 2016, staff attended the Executive meeting.

Staff attended the National Grants Management Association training at Mount St. Mary's College On June 9, 2016.

On June 9, 2016, staff attended the LA BID Consortium. Rita Moreno was introduced to the group.

**June 13, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

Accomplishment: Staff collected \$75,902.21 in past due assessments from the State of California Department of Motor Vehicles for the Hollywood Media Business Improvement District.

Staff attended the Little Tokyo BID's Board meeting.

The Technical Research Unit continues to review data for the County assessment submission and compile data of businesses by business Improvement District.

On June 15, 2016, staff attended the Executive meeting.

Staff attended the CD 10 Employee Appreciation luncheon.

Staff responded to four CPRA requests.

## **June 20, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On June 20, 2016, staff attended an outreach meeting in CD 6 at the Van Nuys City Hall relative to a proposed business improvement district along Van Nuys Boulevard.

Accomplishment: Staff collected \$111,551 from Department of Transportation for 2012 thru 2016 assessments for a parcel leased from the MTA in the Hollywood Entertainment District Business Improvement District.

Staff attended the Highland Park and Westchester Village Business Improvement District's Board meeting.

The Technical Research Unit continues to review data for the County assessment submission and compile data of businesses by business Improvement District.

On June 24, 2016, staff attended the Executive meeting.

Staff conducted site visits Historic Waterfront (San Pedro), Wilmington and Palisades and Sunset and Vine Business Improvement Districts.

Staff responded to four CPRA requests.

## **June 27, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On June 28, 2016, the Economic Development Committee approved the proposed Venice Beach Business Improvement District.

On June 29, 2016, the City Council adopted the Ordinance of Intention for the proposed Venice Beach Business Improvement District.

Staff visited Central Avenue, Chatsworth and Granada Hills and Westchester Business Improvement Districts.

The Technical Research Unit reviewed data for the proposed Venice Beach Business Improvement District, continued to review data for the County assessment submission and compile data of businesses by business Improvement District.

On June 29, 2016, staff attended the Executive meeting.

Staff met with Council District 3 to discuss the proposed Reseda Business Improvement District.

Staff responded to four CPRA requests.

**July 4, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

Council is in recess.

First portion of 2017 assessment data sent to County for processing

Staff visited Sunset and Vine, Wilshire Center, and Westchester Business Improvement Districts.

On July 6, 2016, the notices and ballots were mailed for the proposed Venice Beach Business Improvement District with the Public Hearing scheduled for August 23, 2016.

On July 6, 2016, staff attended the Executive meeting.

Staff responded to 2 CPRA requests.



**July 11 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

Council is in recess.

Second portion of 2017 assessment data sent to County for processing

Staff conducted site visits of North Hollywood and Little Tokyo Business Improvement Districts.

Staff attended the LA BID Consortium meeting on July 14, 2016.

On July 16, 2016, the refund notices for the expired Sylmar Business Improvement District were mailed.

Staff responded to 4 CPRA requests.

**July 18 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

City Clerk follow-up report was prepared relative to the status of RFPs for the Public Information Campaign, Capacity Building, Non Profit Management Assistance and Baseline Services Agreements for Council file 14-0903.

Staff conducted site visits of Arts District, BLQ, Downtown Center and Gateway to LA, Historic Downtown, North Hollywood and South Park Business Improvement Districts.

On July 16, 2016, the refund notices for the expired Sylmar Business Improvement District were mailed.

Staff responded to 4 CPRA requests.

**July 25 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

Staff participated with the Office of the City Attorney and VICA for the Minimum Wage Workshop held at VICA to discuss the impact of LA's minimum wage ordinance on businesses.

Staff conducted site visits of Canoga Park, Encino and Tarzana, Lincoln Heights Industrial, Lincoln Heights Community, and Sherman Oaks Business Improvement Districts.

Staff responded to 4 CPRA requests.

## **August 1 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

The Accounts Receivable and Technical Research staff are updating the data submission for the 2017 assessments based on responses in the County Parcel Change Reports.

#### **BID Happenings:**

1<sup>st</sup> & 3<sup>rd</sup> Thursday in Historic Downtown San Pedro at the corner of Mesa and 6<sup>th</sup> St for Concert Series.

Downtown Center BID - Sunday, August 7, 2016, Checkout a flowing new installation "Liquid Shared by Poetic Kinetics & AAVs.

Arts District LA BID - August 13, 2016 is Rock Day LA (food/music) from 10 am – 4 pm at 585 S. Santa Fe Avenue.

Hollywood Entertainment District & Sunset and Vine BIDs – Hollywood's Cinecon Classic Film Festival Labor Day Weekend.

Staff conducted site visits of Westwood Business Improvement District.

Staff responded to 4 CPRA requests.

## **August 8 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff met with potential proponents relative establishing a business improvement district along San Vicente Blvd between Federal Ave and Bundy Drive on August 9, 2016.

On August 9, 2016, the Council adopted a Motion (Krekorian – Buscaino) relative authorizing the City Clerk to pay a settlement to RHF Partners from the City Attorney Liability Claims Account without further action by the Council or Mayor.

On August 9, the Entertainment and Facilities Committee adopted a City Attorney report and Ordinance to establish the South Park Open Space Maintenance Trust Fund for the collection of Arena Disposition and Development Agreement fees for Grand Hope Park and Hope Street Family Center.

On August 10, 2016, the Accounts Receivable and Technical Research staff submitted the remaining data submission updates for the 2017 assessments to the County Assessor's Office.

Staff attended the LA BID Consortium meeting in Hollywood. Public Works Commissioner Heather Repenning spoke on the Clean Streets Assessments tool.

Staff conducted site visits of the Larchmont and Melrose Business Improvement District.

Staff responded to 4 CPRA requests.

## **August 29 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff met with potential proponents relative establishing a business improvement district along Figueroa Blvd between Martin Luther King and Slauson.

On August 30, 2016, the staff attended the Jobs Committee relative to the Jobs Creation Council adopted a Motion (Krekorian – Buscaino) relative authorizing the City Clerk to pay a settlement to RHF Partners from the City Attorney Liability Claims Account without further action by the Council or Mayor.

On August 9, the Entertainment and Facilities Committee adopted a City Attorney report and Ordinance to establish the South Park Open Space Maintenance Trust Fund for the collection of Arena Disposition and Development Agreement fees for Grand Hope Park and Hope Street Family Center.

On August 10, 2016, the Accounts Receivable and Technical Research staff submitted the remaining data submission updates for the 2017 assessments to the County Assessor's Office.

Staff attended the LA BID Consortium meeting in Hollywood. Public Works Commissioner Heather Repenning spoke on the Clean Streets Assessments tool.

Staff conducted site visits of the Larchmont and Melrose Business Improvement District.

Staff responded to 4 CPRA requests.

## **August 29 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff met with potential proponents relative establishing a business improvement district along Figueroa Blvd between Martin Luther King and Slauson.

On August 30, 2016, the staff attended the Jobs Committee relative to the Jobs Creation Council adopted a Motion (Krekorian – Buscaino) relative authorizing the City Clerk to pay a settlement to RHF Partners from the City Attorney Liability Claims Account without further action by the Council or Mayor.

On August 9, the Entertainment and Facilities Committee adopted a City Attorney report and Ordinance to establish the South Park Open Space Maintenance Trust Fund for the collection of Arena Disposition and Development Agreement fees for Grand Hope Park and Hope Street Family Center.

On August 10, 2016, the Accounts Receivable and Technical Research staff submitted the remaining data submission updates for the 2017 assessments to the County Assessor's Office.

Staff attended the LA BID Consortium meeting in Hollywood. Public Works Commissioner Heather Repenning spoke on the Clean Streets Assessments tool.

Staff conducted site visits of the Larchmont and Melrose Business Improvement District.

Staff responded to 4 CPRA requests.

## **September 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On September 12, 2016, staff attended the Studio City Board meeting.

Staff met with Council District 2 and Board of Public Works staff relative to proposed baseline services language for reports.

On September 13, 2016, the Economic Development Committee approved the City Attorney report relative to rescheduling the public hearing and balloting for the proposed Venice Beach Business Improvement District. staff attended the Jobs Committee relative to the Jobs Creation Council adopted a Motion (Krekorian – Buscaino) relative authorizing the City Clerk to pay a settlement to RHF Partners from the City Attorney Liability Claims Account without further action by the Council or Mayor.

The City Clerk Systems staff provided a demonstration of the new BIDS Reporting Portal on September 13, 2016.

On September 14, 2016, staff attended the board meeting of the Los Feliz Business Improvement District.

Staff attended the LA Business Portal launch event on September 14, 2016.

Staff conducted site visits of the Los Feliz, Figueroa Corridor and Studio City Business Improvement Districts.

Staff responded to 4 CPRA requests.



**September 19 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

Staff met with the Office of the City Attorney relative to the California Public Records Act Requirement.

On September 20, 2016, the Council adopted the Ordinance to reestablish its Intention for the proposed Venice Beach Business Improvement District and rescheduling the public hearing for November 8, 2016.

Staff met with Office of Finance relative to collections for the Los Angeles Tourism Marketing District on September 20, 2016.

Staff responded to 4 CPRA requests.

## **September 26 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff met with members of the Park Mesa Heights Neighborhood Council relative to forming a business improvement district along Crenshaw Boulevard south of the Greater Leimert Park Business Improvement District.

Staff began testing the BIDs APR Portal developed by the Systems Division. We anticipate a test by a couple of business improvement districts next week. Thank you Systems Division.

On September 23, 2016, the notice and ballots were mailed to schedule the proposed Venice Beach Business Improvement District public hearing for November 8, 2016.

The Economic Development Committee approved the Annual Report to reconfirm the assessments for the Chatsworth Business Improvement District on September 27, 2016.

On September 28 2016, reviewed the Management District Plan and Engineer's Report with the consultant for the renewal of the Figueroa Corridor Business Improvement District.

The LATMD and staff met with Office of Finance relative to the collection of assessments and refund processes on September 29, 2016.

Staff responded to 4 CPRA requests.

**October 3 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

The Systems Division provided a demonstration of the BIDs APR Portal for Executive Management. Thank you Systems Division.

The LATMD Office of Finance created two new reports for LATMD account reconciliation of the collection of assessments and refund processes.

Staff conducted interviews for the vacant Senior Administrative Clerk position.

Josie Trevizo accepted an appointment to Accounting Clerk at the Housing Department.

Staff responded to 6 CPRA requests.

**October 10, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On October 11, 2016, the Council adopted the amended City Clerk report relative to the reconfirmation of assessments for the Chatsworth merchant-based Business Improvement District.

The Jobs Committee approved the Citywide Job Creation Plan Report on October 11, 2016.

The LATMD Office of Finance created two new reports for LATMD account reconciliation of the collection of assessments and refund processes.

Staff conducted interviews for the vacant Senior Administrative Clerk position.

Staff attended the LA BID Consortium meeting and provided a demonstration of the BIDs APR Portal.

Staff responded to 6 CPRA requests.

## **October 18, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On October 18, 2016, the notices were mailed relative to the reconfirmation of assessments for the Chatsworth merchant-based Business Improvement District adopted by the Council on October 11, 2016.

Staff met with the consultants to review the Management District Plan and Engineer's Report for the renewal of the Downtown Center Business Improvement district.

The Jobs Committee approved the Citywide Job Creation Plan Report on October 11, 2016.

The LATMD Office of Finance created two new reports for LATMD account reconciliation of the collection of assessments and refund processes.

Staff conducted interviews for the vacant Senior Administrative Clerk position.

Staff attended the LA BID Consortium meeting and provided a demonstration of the BIDs APR Portal.

Staff responded to 6 CPRA requests.

## **October 24, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On October 23 – 25, 2016, staff attended the California APA Conference in Pasadena and participated in a workshop session entitled, “BID’ding for Success: Is a Business Improvement District the Answer?”.

On October 25, 2016, the Jobs Committee approved the Comprehensive Job Plan which included cooperation with the Economic and Workforce Development Department and City Clerk. The City Council approved the report on October 26, 2016.

Staff provided reviewed data concerns with the consultants for the renewal of the Downtown Center Business Improvement district.

Staff conducted interviews for the vacant Senior Administrative Clerk positions and made offers to two individuals.

Staff responded to 6 CPRA requests.

**October 31, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On November 4, 2016, Council adopted the Ordinance of Establishment to reconfirm the assessment for Chatsworth merchant-based Business Improvement District.

On November 3, 2016, staff provided a demonstration of the BIDs portal for ClerkStat.

Staff provided reviewed data concerns with the consultants for the renewal of the Downtown Center Business Improvement district.

Staff responded to 6 CPRA requests.

**November 7, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On November 8, 2016, the Public Hearing was held in Council for the proposed Venice Beach Business Improvement District.

On November 8, 2016, the Economic Development Committee approved the reconfirmation of assessments for the Wilshire Center Business Improvement District.

With Ballot Tally results of 75.35% of the weighted ballots in favor and 24.65% opposed the Council adopted the Ordinance of Establishment for the proposed Venice Beach Business Improvement District on November 9, 2016.

Accounting staff processed 50 refunds for the expired Panorama City Business Improvement District.

On November 10, 2016, staff attended the LA BID Consortium meeting

Staff responded to 6 CPRA requests.



## **November 14, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On November 14, 2016, two new employees joined the Division and are undergoing training on the accounts receivable activities of the Division. The new employees are:

Toi Harvey, Senior Administrative Clerk

Christina Flores, Senior Administrative Clerk

Accounting staff processed 50 refund checks totaling \$256,780.47 for the Panorama City Business Improvement District which expired on December 31, 2013. Additional refund checks for the Arts District Business Improvement District were processed.

Staff reviewed the Management District Plan and Engineer's Report for the Figueroa Corridor Partnership Business Improvement District. The District, if renewed, will have a 10-year life cycle beginning January 1, 2018 and ending December 31, 2027.

**November 21, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On November 22, 2016, Council adopted the Ordinance of Intention for the Wilshire Center Business Improvement District and the Ordinance of Establishment for the Chatsworth Business Improvement District.

Staff met with Pacoima Beautiful, Inc. relative to a proposed business improvement district along Van Nuys Boulevard.

On November 23, 2016, refund checks were mailed the 50 for the Panorama City Business Improvement District.

Happy Thanksgiving.

**November 28, 2016 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On November 28, 2016, staff mailed notices for the reconfirmation of assessments for the Wilshire Center Business Improvement District.

On November 29, 2016, staff interviewed respondents to the Public Information Campaign Request for Proposal.

Staff reviewed a new MOU with LADWP for funds for the business improvement district and forwarded to the City Attorney for review on November 30, 2016.

Staff reviewed renewal documents with the Consultant for the Figueroa Corridor Business Improvement District on November 30, 2016.

On November 30, 2016, staff meet with personnel of the Los Angeles Tourism Marketing District Business Improvement District relative to funds received by Office of Finance.

## **December 5, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff reviewed Annual Planning Reports which describe the programs and activities of the individual Business Improvement Districts for the operational year beginning January 1, 2017.

The following Business Improvement Districts are renewing for a ten-year operational period (2018 – 2027): Downtown Center, Figueroa Corridor and San Pedro Historic Waterfront. Staff reviewed data and reports relative to the renewal of these Districts.

Staff prepared a Request for Proposal seeking a contractor for services related to the development and implementation of a series of training modules to enhance the leadership skills and to build the capacity of business-based and property owner-based business improvement district personnel. These training modules include non-profit organizations involved in the creation, establishment and maintenance of Business Improvement Districts throughout the City of Los Angeles.

On December 6, and December 7, 2016, staff conducted site visits of North Hollywood and Little Tokyo Business Improvement Districts, respectively.

On December 8, 2016, staff met with personnel of the Los Angeles Tourism Marketing District Business Improvement District relative to funds received by Office of Finance.

## **December 12, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

The N&BID Division welcomed Maximo Fortu, Senior Accountant I, to the Division. Staff is working with him to reconcile the receipts and disbursements for the Los Angeles Tourism Marketing District Business Improvement District.

On December 13, 2016, the Economic Development Committee approved the 2017 Annual Planning Reports for the Pacific Palisades, Brentwood Village, San Pedro Historic Waterfront, Lincoln Heights Business Improvement Districts. Councilmember Price agreed to waive consideration of the Annual Planning Report for Central Avenue Business Improvement District.

On December 14, 2016, staff met with the Systems Division to request changes to the APR portal and reinstate the Summary sheets used in Council in the BID Module.

Staff met with staff of the Los Angeles Tourism Marketing District Business Improvement District to review the current findings on December 14, 2016.

Staff continued to review Annual Planning Reports submitted for review.

Staff is working on revisions to the Request for Proposal for the Public Information Campaign and the Capacity Building for BIDs at the request of the City Attorney.

On December 13, and December 14, 2016, staff conducted site visits of Encino and Canoga Park Business Improvement Districts, respectively.

## **December 19, 2016 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

The proposed Santa Monica Boulevard/Route 66 business improvement district collected the \$40,000 matching funds to begin the RFP process for business improvement district establishment.

The Division welcomed Maximo Fortu, Senior Accountant I. Staff is working to reconcile the receipts and disbursements for the Los Angeles Tourism Marketing District Business Improvement District with Office of Finance and Controller reports.

On December 20, 2016, the staff attended the budget training at Piper Tech

On December 20, 2016, staff met with the Systems Division to review mock-up of changes to the APR portal and recreate the Council/Committee Summary sheets in the APR Module.

Staff met with staff of the Los Angeles Tourism Marketing District Business Improvement District to review the current findings on December 22, 2016.

Staff continued to review Annual Planning Reports submitted for review.

On December 21, 2016, staff conducted site visits of Century City and Westwood Business Improvement Districts.

**December 26, 2016 WEEKLY REPORT**

**Neighborhood and Business Improvement District Division:**

The Fashion District celebrated its 20<sup>th</sup> Anniversary.

Staff continued to review Annual Planning Reports submitted for review.

**January 4, 2017 WEEKLY REPORT**

**Neighborhood and Business Improvement District Division:**

Staff is preparing for the receipt and payment of County remittances of assessment funds for 2017 business improvement district operations.

Staff continued to review Annual Planning Reports submitted for review.



## **January 9, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff met with the consultant and reviewed the initial draft of the Management District Plan and Engineer's report for the San Pedro Historic Waterfront renewal on January 10, 2017.

On January 11, 2017, the City Council adopted the 2017 Annual Planning reports for the Pacific Palisades, Brentwood Village, San Pedro Historic Waterfront, and Lincoln Heights Business and Community Benefit District Business Improvement Districts.

On January 12, 2017, staff attended the LA BID Consortium.

Staff attended a meeting with the City Attorney, Council District 13 and Hollywood Entertainment District Business Improvement District representatives relative to an ordinance regulating time, place and manner on Hollywood Blvd with respect to first amendment demonstrations on January 12, 2017.

### **Paragraph for Accomplishments for 2016-17 and Goals for 2017-18 year.**

#### **Accomplishments:**

1 New BID created – Venice Beach

Staff worked with Systems Division for the Annual Planning Report Portal.

Reestablish new Memorandum of understanding for business improvement districts with the Los Angeles Department of Water and Power.

#### **Goals:**

Release Requests for Proposals, Select a Proposer and Implement the Public Information Campaign to ensure branding, knowledge and positive perception of business improvement districts to reach the areas of potential stakeholders; Capacity Building of business improvement districts Board members and Executive Directors; acquisition of A Nonprofit Organization to assist with operation of volunteer business improvement districts and Reestablish baseline services for business improvement districts (e.g., trash bag availability); and hiring and training employees pending retirements). BID Analyst visit each business improvement district 1 per quarter.

## Managing Workplace Stress

Workplace stress is the harmful physical and emotional response that can happen when there is a conflict between job demands and the amount of control an employee has over meeting these demands. Employers and employees can work together to help ensure negative workplace stress is met with positive responses so that working and being productive is not a stressful situation.

### Employers Can Help Reduce Stress

- Give clear job descriptions. By knowing who is responsible for what, workplace stress can be reduced.
- Communicate openly. Conversations can help ease workplace stress.
- Engage your employees. By asking for employee participation, opinion and outlook, employees will feel more in control and part of the team.
- Offer rewards and/or incentives. Good performance, reaching goals and productive work should be rewarded. Personal recognition can help boost morale and show that employees are valued in the organization.
- Provide counseling or make Employee Assistance Programs available to everyone.



### Ways to Help Relieve Stress

- Exercise helps to elevate your mood, energy and focus. It is an effective way to manage stress and concentrate on your mind and body.
- Eat and drink right. A balanced diet can help fight off excess adrenaline and help you better cope with your situation. Dehydration is often a cause of fatigue so instead of multiple cups of coffee, drink water to help rehydrate your body.
- Get your rest. Lack of sleep can leave you vulnerable to stressful situations and emotional imbalance.
- Talk with trusted family and friends. If you're experiencing a stressful situation, get their take on the issue. Writing down the problem can also help as you can go back a week later and ask yourself if you still feel the same way. If so, try to find a solution to help you feel better.
- Plan your day and tasks. Make a checklist and prioritize the items listed.
- Leave work at work. At the end of the day, focus on your evening plans and relaxation.



## **January 16, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On January 17, 2017, the City Council adopted the 2017 Annual Report to reconfirm the assessments for the Wilshire Center Business Improvement District.

On January 19, 2017, staff provided an outreach meeting in Council District 15 relative to a proposed business improvement district along Central Avenue.

Staff met with the consultant and reviewed the 4 draft of the Management District Plan and Engineer's report for the Figueroa Corridor Business Improvement District renewal on January 19, 2017.

### **Paragraph for Accomplishments for 2016-17 and Goals for 2017-18 year.**

#### **Accomplishments:**

1 New BID created – Venice Beach

Staff worked with Systems Division for the Annual Planning Report Portal.

Reestablish new Memorandum of understanding for business improvement districts with the Los Angeles Department of Water and Power.

#### **Goals:**

Release Requests for Proposals, Select a Proposer and Implement the Public Information Campaign to ensure branding, knowledge and positive perception of business improvement districts to reach the areas of potential stakeholders; Capacity Building of business improvement districts Board members and Executive Directors; acquisition of A Nonprofit Organization to assist with operation of volunteer business improvement districts and Reestablish baseline services for business improvement districts (e.g., trash bag availability); and hiring and training employees pending retirements). BID Analyst visit each business improvement district 1 per quarter.

## January 23, 2017 WEEKLY REPORT

### Neighborhood and Business Improvement District Division:

On January 23, 2017, staff met with Board of Public works and Council District 2 representatives relative to baseline services reporting for BID renewals and new BIDs relative to Council file 14-0903.

On January 24, 2017, the Economic Development Committee approved the 2017 Annual Planning Reports for the Melrose, Studio City, North Hollywood, Highland Park, Central Avenue Historic, Sunset and Vine, Tarzana, Gateway to LA, Sherman Oaks, Westchester Town Center, Arts District Los Angeles, Fashion District, and Larchmont Business Improvement Districts.

On January 26, 2017, staff participated in a City of L.A. BID Conference for Council District 4.

Staff assisted the City of Beverly Hills with their Senior Management Analyst interviews.

Staff authorized the consultant for the Figueroa Corridor Business Improvement District renewal to proceed to the petition stage.

## Spring Events

### West Coast Urban District Forum

Join the Downtown Long Beach Alliance, the California Downtown Association and IDA for the West Coast Urban District Forum on March 14-16, 2017. From placemaking to change-making, this event will explore a variety topics ranging from diversifying the investment base in our downtowns to expanding the downtown footprint in a neighborhood-centric "center city" concept.

Four fabulous hotels in Long Beach are offering group rates for the event. Book by Feb. 15 or 24 to secure your rate!

**Location:** Long Beach, CA

**Dates:** March 14-16, 2017

**Hotel Deadlines:** February 15 & 24

**Early Bird Registration Ends:** February 16

Early bird registration is \$345 through February 16, 2017. For further information or assistance, please email the IDA registration team at [registration@downtown.org](mailto:registration@downtown.org).

Submit your best ideas to present in Winnipeg at IDA's 63rd Annual Conference & Tradeshow, Sept. 13-15, 2017. This year's conference theme, **authentiCITY**, will highlight Winnipeg's approach in embracing diversity, achieving impact, and solving problems that face downtowns and urban districts across the globe to achieve an authentic place. (Want Rita to Attend)

**January 30, 2017 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On February 1, 2017, the City Council adopted the 2017 Annual Planning Reports for the Melrose, Studio City, North Hollywood, Highland Park, Central Avenue Historic, Sunset and Vine, Tarzana, and Business Improvement Districts.

On February 2, 2017, staff participated in a meeting relative to the South Park Open Space Maintenance Program.

On February 3, 2017, the City Council adopted the 2017 Annual Planning Reports for the Gateway to LA, Sherman Oaks, and Westchester Town Center Business Improvement Districts.

Eugene Van Cise participated in the PerformLA Masters training.

## **February 6, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On February 7, 2017, the City Council adopted the 2017 Annual Planning Reports for the Arts District Los Angeles, Fashion District, and Larchmont Business Improvement Districts.

On February 9, 2017, staff participated in FMS 2.0 training.

On February 9, 2017, staff attended the LA BID Consortium meeting.

Congrats to Eugene and Systems Division for an Employee Recognition award for the APR module.

Miranda Paster completed 4 days of jury duty services.

Downtown Center petition level 45.68%

Figueroa Corridor 0%

Hollywood Western 24.4%

## **February 13, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On February 14, 2017, the Economic Development Committee approved the 2017 Annual Planning Reports for the Hollywood Media District, Downtown Center and Lincoln Heights Industrial Zone Business Improvement Districts.

Downtown Center petition level 51.17%

Figueroa Corridor 20%

Hollywood Western 24.4%



**February 27, 2017 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

March 1, 2017, staff met with the City Administrative Office and representatives of Grand Hope Park relative to the developer agreements and assessments for the South Park Open Space Maintenance Program.

March 2, 2017, staff attended the Pacific Alliance Trade Forum sponsored by the Port of Los Angeles relative to business investments.

We will have a new Accounting Clerk starting March 6, 2017.

## **March 6, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On March 7, 2017, the 2017 Annual Planning Reports for the Hollywood Media District, Downtown Center and Lincoln Heights Industrial Zone Business Improvement Districts were adopted by the City Council.

Staff celebrated Employee Appreciation Day on March 7, 2017.

March 8, 2017, staff attended the Los Angeles Tourism Marketing District Business Improvement District's Annual meeting of the stakeholders at the LA Hotel.

Staff attended the LA BID Consortium on March 9, 2017.

Thomas Nelson started starting working as an Accounting Clerk on March 6, 2017.

## **March 13, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On March 14 2017, the updated Management District Plan and Engineer's report were reviewed and submitted to NOVUS for the Downtown Center Business Improvement District renewal.

Staff attended the California Downtown Association's 2017 West Coast Urban Forum , "Inspired Leaders Shaping Cities", on March 15-16, 2017 in Long Beach, CA.

## **March 20, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On March 21, 2017, the Request for Proposals was released for the proposed Historic Route 66/Santa Monica Boulevard Business Improvement District.

On March 22, 2017, the government agency assessment billing for the new Venice Beach Business Improvement District were processed and mailed, with the initial invoices mailed March 15, 2017. Wilshire Center invoices were mailed on March 12, 2017 after FMS 2.0 concerns resolved with the Controller's Office.

Upon attending the California Downtown Association Conference in Long Beach, an International Downtown Association executive requested the City of Los Angeles to be the host city for the 2019 International Downtown Association World Congress. A coordination meeting with other business improvement districts is planned for April.

## **March 27, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On March 28, 2017, the Economic Development Committee approved the Ordinances of Intention to renew the Downtown Center and Figueroa Corridor property-based Business Improvement Districts and to reconfirm the assessments for the Wilmington and Los Feliz merchant-based Business Improvement Districts. In addition, the Committee approved the 2017 Annual Planning Reports for the South Park II, Encino Commons, Los Angeles Tourism Marketing District, Hollywood Entertainment District, Byzantine Latino Quarter-Pico, Greater Leimert Park Village/Crenshaw Corridor, Greater South Park, Downtown Industrial, Century City, East Hollywood, Greater Chinatown and Historic Old Town Canoga Park Business Improvement Districts.

## **April 3, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On April 4, 2017, the City Council adopted the Ordinances of Intention to renew the Downtown Center and Figueroa Corridor property-based Business Improvement Districts and to reconfirm the assessments for the Wilmington and Los Feliz merchant-based Business Improvement Districts. In addition, the Council adopted the 2017 Annual Planning Reports for the Encino Commons, Hollywood Entertainment District, Byzantine Latino Quarter-Pico, and South Park II Business Improvement Districts.

The pre-proposal conference for the proposed Santa Monica Boulevard/Route 66 Business Improvement District was held in Hollywood on April 4, 2017.

On April 5, 2017, the City Council adopted the 2017 Annual Planning Reports for the Los Angeles Tourism Marketing District, Greater Leimert Park Village/Crenshaw Corridor, Greater South Park, Downtown Industrial, Century City, East Hollywood, Greater Chinatown and Historic Old Town Canoga Park Business Improvement Districts.

**April 10, 2017 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On April 11, 2017, staff attended the Vendor Selection training for the new FMS 2.0 System. This training allows for the tracking of invoices for payment and maintain account information which will be helpful for the business improvement districts.

Staff attended the Annual Owners Meeting for the Downtown Center Business Improvement District on April 13, 2017.

On April 13, 2017, staff attended the LA BID Consortium meeting.

Staff mailed notices for the 2017 Wilmington and Los Feliz Merchant-based Business Improvement Districts' reconfirmation.

**April 17, 2017 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On April 19, 2017, staff met with Office of Finance personnel relative to the collections for the Los Angeles Tourism Business Improvement District.

Staff mailed notices for the Figueroa Corridor (140) and Downtown Center (1,700) Property-based Business Improvement Districts' renewal.



**April 24, 2017 WEEKLY REPORT**

**Neighborhood and Business Improvement District Division:**

On April 25, 2017, the City Council adopted the reconfirmation of the 2017 assessments for the Los Feliz and Wilmington merchant-based Business Improvement Districts.

**May 1, 2017 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On May 5, 2017, the City Council adopted the Ordinance of Intention for the renewal of the San Pedro Historic Waterfront Business Improvement District.

**May 8, 2017 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On May 10, 2017, the City Council adopted the Ordinance of Intention setting the hearing date for the renewal of the San Pedro Historic Waterfront Business Improvement District (The Public Hearing was held Friday, May 5, 2017).

## **May 22, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On May 23, 2017, the staff attended the Public Works Week Open House with the Business Improvement Districts.

On May 25, 2017, staff met with Mayor, CWDD, BTW and LADWP staff relative to potentially applying for a grant to expand BID Data between City departments and provision of a data report on the business improvement districts.

## **May 22, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On May 23, 2017, the staff attended the Public Works Week Open House with the Business Improvement Districts.

On May 25, 2017, staff met with Mayor, CWDD, BTW and LADWP staff relative to potentially applying for a grant to expand BID Data between City departments and provision of a data report on the business improvement districts.

**May 30, 2017 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On May 30, 2017, the City Council adopted the Ordinance of Intention for the 2017 reconfirmation of assessments for the Little Tokyo Business Improvement District.

## **June 5, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On June 6, 2017, the City Council adopted the Ordinances of Intention for the 2017 reconfirmation of assessments for the Chatsworth Business Improvement District and the Greater South Park Business Improvement District renewal. The Council held the Public Hearings for the Figueroa Corridor and the Downtown Center Business Improvement Districts' renewal.

On June 7, 2017, the City Council adopted the Ordinances of Establishment for the Figueroa Corridor and the Downtown Center Business Improvement Districts' renewal.

From June 6 – 9th, the Fashion District Business Improvement District is celebrating LA Market Week Fall II/Holiday 2017.

**July 3, 2017 WEEKLY REPORT**

**Neighborhood and Business Improvement District Division:**

Nothing to report.



**July 10, 2017 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On July 10 – 12, 2017 interviews were conducted for a Senior Administrative Clerk.

The South Park Business Improvement District joined with the Downtown Center Business Improvement District to host the first Downtown LA Open House on July 15, 2017.

Employee Survey sent on July 11, 2017 and completed on July 14, 2017.

## **July 24, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On July 24, 2017 Danielle Mobley was selected for the Senior Administrative Clerk position.

On July 25 - 26, 2017, the Council held the Public Hearing and adopted the Ordinance of Establishment to renew the South Park Business Improvement District.

Training was held on the preparation of the BID Trust Fund Report on July 26, 2017.

On July 28 – 30, 2017, staff attended the Pepperdine School of Public Policy, Davenport Institute For Public Engagement and Civic Leadership's Workshop on Advanced Public Engagement.

## **July 31, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On August 1, 2017, the Ordinance of Establishment was adopted for the Little Tokyo Business Improvement District.

On August 3, 2017, the data from the parcel change reports was submitted to the County Assessor's Office for the 2018 Business Improvement District assessments.

On July 28 – 30, 2017, staff attended the City Clerk Strategic retreat.

The executed consultant (Civitas) contract for the proposed Hollywood Route 66 Business Improvement District was executed and mailed on July 31, 2017.

## **August 7, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On August 8, 2017, the staff met with the Controller's Office to discuss FMS 2.0 requirements for payments.

On August 8, 2017, data corrections was submitted to the County Assessor's Office for the 2018 Business Improvement District assessments Downtown Center and Century City from the parcel change reports.

On August 9, 2017, staff held a meeting relative to strategy for the facilitation of one modification and 10 renewing business improvement districts.

Staff met with the Office of Finance relative to an audit of the Transient Occupancy Tax for the Los Angeles Tourism Marketing District on August 9, 2017.

On August 10, 2017, staff attended the LA BID Consortium meeting.

## **August 14, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On August 14, 2017, the staff held a meeting with Grand Hope Park personnel relative to the Opens Space billing.

Staff met with the Systems Division relative to the N&BID Division wish list, which includes amending the APR and BIDs modules, on August 15, 2017.

On August 15, 2017, staff met with representatives from the Fashion District Business Improvement District relative to the creation of two separate districts.

Staff met with the Accounting Section supervisor relative to questions on BID Accounting on August 15, 2017.

On August 15, 2017, letter sent to 10 business improvement districts relative to their mandatory attendance (September 7 or 21, 2017) to a meeting to facilitate the renewals for January 1, 2019.

Formal response letter relative to audit for LATMD prepared on August 15, 2017.

**August 21, 2017 WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

Staff met at the CD 10 field Office relative to establishing a business improvement district on Pico Boulevard on August 21, 2017.

On August 22, 2017, the Economic Development Committee approved the 2017 Annual Planning Reports for the Historic Downtown, Old Granada Village and Figueroa Corridor Business Improvement Districts.

## **August 28, 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On August 29, 2017, the City Council adopted the 2017 Annual Planning Reports for the Historic Downtown, Old Granada Village and Figueroa Corridor Business Improvement Districts.

On August 29, 2017, staff attended the LA Digital Government Summit.

Staff met with the Los Angeles Tourism Marketing Business Improvement District on August 31, 2017.

## **September 11 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On September 12, 2017, staff attended the annual meeting for the Larchmont Business Improvement District.

Staff met with the consultant to review the renewal documents for the Tarzana Safari Walk Business Improvement District on September 12, 2017.

On September 13, 2017, staff inspected the Figueroa Corridor Business Improvement District.

On September 14, 2017 the Accounts Receivable Section processed the data to assess the businesses for the Little Tokyo merchant-based Business Improvement District.



## **September 18 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

Staff met with the consultant to review the renewal documents for the Arts District LA Business Improvement District on September 11, 2017.

On September 19, 2017, the Economic Development Committee approved the 2017 Annual Planning Report for the South Los Angeles Industrial Tract Business Improvement District.

Staff met with the Fashion District Executive Director and some of its property owners relative to its 2018 renewal and expansion of the boundaries on September 19, 2017.

On September 19, 2017, staff met with BID proponents for a potential BID along Figueroa Street.

The Little Tokyo Notices of Assessment (367) in the amount of \$250,516 were mailed on September 19, 2017.

On September 21, 2017, staff held a Mandatory Renewal meeting for BID Directors and Consultants with business improvement districts renewing for January 1, 2019.

## **September 25 2017 WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On September 25, 2017, staff inspected the Gateway to LA Business Improvement District.

On September 27, 2017, the 2017 Annual Planning Report for the South Los Angeles Industrial Tract Business Improvement District was adopted by Council.

Staff met with the consultant to review the renewal documents for the Tarzana Business Improvement District on September 28, 2017.

On September 28, 2017, the Division budget was submitted to the Administrative Services Division.

## **October 2, WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On October 2, 2017, BID Analysts updated the 2018 Annual Planning Report (APR) portals with updated assessment totals, rates, zones, services descriptions and CPI increases and emailed the report requests to the 27 affected property-based business improvement districts. The Annual Reports are requested by November 1, 2017.

On October 3, 2017, the Accounts/Receivable Section created invoices, in the amount of \$139,063.24, for 42 of the outstanding CRA parcels from Fiscal Year 2014/15 to the current 2016-17 Fiscal Year. Funds will be requested from the budget allocation in the Unappropriated Balance.

The Final Notices, in the amount of \$16,745.00 for 57 accounts, for the Wilmington Tokyo merchant-based Business Improvement District were mailed on October 3, 2017.

On October 4, 2017, Technical Research staff completed a field audit of the Little Tokyo merchant-based Business Improvement District.

On October 5, 2017, staff held a meeting with proponents of the Fashion District Business Improvement relative to the 2019 renewal.

Staff attended Executive training at the Central Library on October 5, 2017.

## **October 9, WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On October 10, 2017, the contract was attested for the renewal of the Figueroa Corridor Business Improvement District (2018-2027).

On October 11, 2017, staff met with the consultant for the Byzantine Latino Quarter-Pico Boulevard Business Improvement District regarding renewal for 2019.

On October 12, 2017, the LA BID Consortium met. N&BID Division and Controller's Office staff attended to demonstrate the Vendor Self Service System for online submission of invoices.

On October 13, 2017, staff attended the Annual Public Meeting for the Los Feliz merchant-based Business Improvement District.

## **October 16, WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On October 16, 2017, the contract was attested for the renewal of the Figueroa Corridor Business Improvement District (2018-2027).

On October 16, 2017, staff met with the consultant for the Byzantine Latino Quarter-Pico Boulevard Business Improvement District regarding renewal for 2019.

The N&BID Division and Controller's Office staff attended the LA BID Consortium for a demonstration of the Vendor Self Service System for online submission of invoices.

On October 16, 2017, staff attended the Annual Public Meeting for the Los Feliz merchant-based Business Improvement District.

On October 16, 2017 staff met with the consultant for the Fashion District Business Improvement District regarding renewal for 2019.

On October 19, 2017, staff moved to the 3<sup>rd</sup> floor.

Staff participated in the Great Shake Out drill on October 19, 2017.

## **October 23, WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On October 23, 2017, staff met with the board members of the Fashion District Business Improvement District relative to the renewal. Another meeting is planned for later in the week.

On October 24, 2017, the Economic Development Committee approved the Wilshire Center Merchant-Based Business Improvement District reconfirmation of assessments for 2018.

On October 24, 2017, the Formation Committee for the proposed Hollywood Route 66 Business Improvement District held its first stakeholder open house and presented the results from the electronic survey sent to property owners.

Staff attended the annual stakeholders meeting of the Westwood BID on October 26, 2017.

## **October 30, WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On October 31, 2017, the Council adopted the Ordinance of Intention to reconfirm assessments for the Wilshire Center Merchant-Based Business Improvement District for 2018.

On November 2, 2017, the Little Tokyo Business Improvement District Delinquent Notices were mailed for 115 outstanding assessment accounts totaling \$70,492.00. Payments were received for 246 accounts in the amount of \$173,298.00.

On November 2, 2017, staff conducted a site visit of the North Hollywood Business Improvement District.

**November 6, WEEKLY REPORT****Neighborhood and Business Improvement District Division:**

On November 7, 2017, staff attended the Annual Meeting for the Gateway to LA Business Improvement District.

On November 7, 2017 staff began process mapping of each unit for a comprehensive Systems modification.

On November 9, 2017, staff attended cultural training by Department of Disability.

Staff attended the BID consortium meeting on November 9, 2017

On November 6, 2017, staff mailed 956 public hearing notices for the Wilshire Center Business Improvement District's 23rd year assessments.



## **November 13, WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On November 13, 2017, staff released a Request for Proposal for Capacity Building Training for business improvement district staff and boards.

Staff held a preproposal conference for the Capacity Building Training Request for Proposal on November 14, 2017.

On November 15, 2017, staff inspected the BLQ-Pico business improvement district.

On November 16, 2017, staff participated in the DISC Training provided by LAPMA.

On November 17, 2017 staff released a Request for Proposal for a Public Information Campaign to increase awareness of business improvement districts as economic development tools.

## **November 20, WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On November 20, 2017, staff met with the Consultant to review the Management District Plan and Engineer's report for the Melrose Business Improvement District renewal.

Staff held a process mapping meeting with cooperation of the Election Division on November 21, 2017.

On November 22, 2017, the contract for Chatsworth Business Improvement District's 2017-2018 assessment year was executed.

## **November 27, WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On November 27, 2017, staff met with the Consultant to review the Management District Plan and Engineer's report for the Melrose Business Improvement District renewal.

Staff held a process mapping meeting with cooperation of the Election Division on November 27, 2017.

On November 27, 2017, the contract for Chatsworth Business Improvement District's 2017-2018 assessment year was executed.

On November 28, 2017, the public hearing was held and Ordinance of Establishment was adopted by the Council for the reconfirmation of assessments for the Wilshire Center Business Improvement District.

The Economic Development Committee approved the Ordinances for the reconfirmation of assessments for the Los Feliz Business Improvement District and establishment of the Tarzana Safari Walk Business Improvement District on November 28, 2017.

On November 28, 2017, the Economic Development Committee approved the 2018 Annual Planning Report for the Highland Park, Gateway to LA, Lincoln Heights Industrial Zone, and Westwood Business Improvement Districts.

On November 29, 2017, the pre-proposal conference for the Public Information Campaign Request for Proposal was held.

## **December 4, WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On December 5, 2017, the City Council adopted the Ordinances for the reconfirmation of assessments for the Los Feliz Business Improvement District and establishment of the Tarzana Safari Walk Business Improvement District and the 2018 Annual Planning Report for the Highland Park, Gateway to LA, Lincoln Heights Industrial Zone, and Westwood Business Improvement Districts.

On December 5, 2017, staff attended the Project Steering Committee for the Citywide Economic Development Strategy.

On December 6, 2017, staff met with the Consultant to review the Management District Plan and Engineer's report for the Melrose Business Improvement District renewal.

On December 7, 2017, staff bid farewell to Cristina Flores with bagels and cream cheese and lunch.

On December 7, 2017, staff met with Office of Finance relative to the Los Angeles Tourism Marketing District Business Improvement District.

## **December 4, WEEKLY REPORT**

### **Neighborhood and Business Improvement District Division:**

On December 18, 2017, staff began reviewing the 14 responses to the Public Information Campaign Request For Proposals.

On December 18, 2017, staff attended the annual meeting of the Downtown Industrial Business Improvement District.

On December 19, 2017, interviews were conducted for a Senior Administrative Clerk.

On December 19, 2017, the staff participated in process mapping of the Neighborhood and Business Improvement District Division's activities with ASD and Election Division.

Thursday, December 21, 2017 is the deadline for receipt of responses for the Capacity Building and Leadership Training RFP.

On December 21, 2017, the final notices (67) for \$47,715.20 were mailed.

On December 22, 2017, staff along with a representative of the Fashion District welcomed delegates from the Riau Province of Indonesia to provide information on business improvement districts as economic development tools.

### **Business Improvement Districts (BIDs) Week Ending January 5, 2018**

NBID staff began evaluating the 13 responses to the Public Information Campaign RFP and 4 responses to the Capacity Building and Leadership Training RFP.

The NBID Technical Research Unit is currently reviewing data for a potential Hollywood Media BID expansion.

### **Business Improvement Districts Week Ending January 12, 2018**

On January 5, 2018, the NBID Staff attended the first Venice Beach PBID stakeholder meeting.

On January 8-12, 2018, the NBID Clerical staff prepared the delinquent notices for the Chatsworth MBID billing; began preparing the 2018 PBID government billing; began preparation of the Wilshire MBID billing of 1100 accounts; created invoices for the South Park Open Space Maintenance billing.

On January 8-12, 2018, the NBID Technical Research Unit continued review of the data submittals for the nine PBID 2019 renewals; reviewed data for a Hollywood Media BID expansion and potential Historic Downtown Expansion; reviewed petition submittals for the Arts District Los Angeles renewal.

On January 8-12, 2018, the NBID Accounting staff continued preparation for the first 2018 County remittances and distributions for the PBIDs occurring the last week of January.

On January 10, 2018, the NBID staff attended the Council meeting for the Final Public Hearing for the 2018 Los Feliz MBID renewal.

On January 10, 2018, the NBID staff processed-mapped the MBID process for systems.

On January 12, 2018, staff interviewed five (of a potential six) Public Information Campaign for LA BIDs RFP responders whose responses scored between 80 and 100.

### **Business Improvement Districts Week Ending January 19, 2018**

On January 16, 2018, the NBID Technical Research Unit reported Arts District LA 2019 PBID renewal had gathered 14% petitions.

On January 17, 2018, the NBID Clerical staff printed, stuffed and mailed out the billing for the 2018 Wilshire Center MBID of 1147 accounts for \$600,000.

On January 17, 2018, the NBID analyst staff filmed a 30-second new employee orientation video for the Personnel Department.

On January 18, 2018, the NBID analyst staff awarded the contract for the LA BID Public Information campaign.

On January 18, 2018, the NBID staff processed-mapped the Wilshire Center annual renewal process for systems.

### **Business Improvement Districts Week Ending January 26, 2018**

On January 22, 2018, the NBID accounting staff sent transmittals to all 37 property BIDs for the first 2018 County remittances and distributions.

On January 22, 2018, the NBID analyst staff finalized the MDP & ER reviews and gave the Byzantine-Latino Quarter and Fashion District renewals the green-light to gather petitions for the Prop 218 process.

On January 22, 2018, the NBID analyst staff sent compliance letters to the six (6) BIDs that have not completed their 2018 annual reports

January 22-26, 2018, the NBID Technical Research Unit reviewed data for the Hollywood Media expansion, the Leimert Park renewal, the Historic Downtown renewal expansion and the Hollywood Entertainment District/Sunset and Vine renewal and merger.

January 22-26, 2018, the NBID Technical Research Unit reviewed Arts District Los Angeles' renewal petition submissions, processed Tarzana affidavit replacement ballot requests, processed return mail from the Wilshire and Los Feliz renewals, completed the data reviews for the Byzantine-Latino Quarter and Fashion District renewals.

January 22-26, 2018, the NBID Clerical staff closed out previous years' Wilshire Merchant BID inactive accounts. These are accounts that TRU said to inactivate. There may be more than one open invoice for each account and if the account was sent to collections last year, they need to be requested closed and returned from the collections agency.

January 22-26, 2018, the NBID Clerical staff fielded numerous phone calls regarding the [2018 Wilshire](#) invoices that were sent out last week and prepared a billing report for the Wilshire BID.

January 22-26, 2018, the NBID Clerical staff update Chatsworth Merchant BID accounts as necessary by removing late fees, updating mailing addresses. The Chatsworth Delinquent notices will be going out next week,

On January 25, 2018, the NBID staff continued the Division's process-mapping for systems.

## **Business Improvement Districts**

NBID activities the week ending 2/9/18,

February 5 – February 9, 2018, the NBID Technical Research Unit reviewed Arts District Los Angeles renewal petitions (currently at 25%); completed review of the Hollywood Media District's expansion and Historic Downtown's renewal data; continued review of the Hollywood Entertainment/Sunset & Vine's and Leimert Park's renewal data; received and began the review of the Lincoln Heights BCBD renewal data; compiled business data for the Chatsworth MBID's 2018 renewal; participated in the BID process-mapping presentation to City Clerk upper management and the Systems Division.

February 5 – February 9, 2018, the NBID Clerical staff billed 2018 City-owned parcels in the BIDs (233 parcels for 25 BIDs for a total of \$982,621.45); created the Chatsworth Delinquent levied/paid report; updated changes of ownership for the Wilshire Center and Chatsworth MBIDs; created new invoices for the returned mail accounts with new mailing addresses; participated in the BID process-mapping presentation to City Clerk upper management and the Systems Division.

February 5 – February 9, 2018, the NBID analyst staff phone-conferenced with CD-13 regarding the proposed Echo Park BID formation; phone and email conferenced with the City Attorney regarding the extension of the consultant contract for Echo Park; mailed out letters to the 14 responders to the LA BID Public Information Campaign RFP and informed Celtis Ventures that they had been chosen for the contract; Reviewed the final draft of the Hollywood Entertainment District/Sunset & Vine BID's renewal management district plan and engineers report; reviewed the first draft of the Historic Downtown BID's renewal and expansion management district plan and engineers report; participated in the BID process-mapping presentation to City Clerk upper management and the Systems Division.

February 5 – February 9, 2018, the NBID accounting staff completed the payment of various BIDS invoices; transferred funds from the BID Trust Fund for City parcel payments; inventoried individual BID folders separating prior year files from current retaining only files from the past five years and forwarded the remainder to the Controller as "Old Files"; reconciled Receivables and processed necessary accounting documents to make adjustments; participated in the BID process-mapping presentation to City Clerk upper management and the Systems Division.

### **Business Improvement Districts**

February 12 – February 16, 2018, the NBID Clerical staff:  
Continued with Government (Govt) billing; Sent the BIDs copies of their Govt payment reports; Direct-billed parcels that fell off the county tax rolls; Continued to update Chatsworth and Wilshire; Tested the Tarzana Billing profile; Requested for an ordinance to be updated for the renewed Downtown Center BID in FMS for Govt billing.

February 12 – February 16, 2018, the NBID analyst staff:  
Presented 16 Annual Planning reports in the Economic Development Committee; Prepared Clerk Reports and draft supplemental agreements per CD-13 to continue the consultant activities for the proposed Hollywood Western and Echo Park BID formations; Reviewed the 2<sup>nd</sup> draft of the Hollywood Entertainment/Sunset & Vine Management District Plan (MDP) and Engineer's Report (ER) submission and advised the consultant of the City Clerk's feedback; Reviewed the 1<sup>st</sup> draft submission of the Historic Downtown MDP and ER; Reviewed the 3rd draft submission of the Lincoln Heights MDP and 1st of the ER; Processed the 2018 Wilshire Center MBID Administration contract.

February 12 – February 16, 2018, the NBID Technical Research Unit:  
Completed the final data review for the Hollywood Entertainment District/Sunset & Vine BID renewal; Completed the MDP/ER review for the Historic Downtown renewal; Continued the petition submission review for the Arts District Los Angeles renewal; Continued the data review of the Greater Leimert Park renewal; Began the Fashion District petition review.

February 12 – February 16, 2018, the NBID accounting staff:  
Finished processing of Encumbrances for Parcel Payments; Processed several payments to several BIDS; Completed Trust Fund Reconciliation for the month of Jan 2018.

### **Business Improvement Districts**

NBID activities the week ending 2/23/18:



February 20 – February 23, 2018, the NBID Clerical staff:

Continued with Government (Govt) billing, completed 17 BIDs with 13 to go and billed 403 Govt parcels for \$2,258,695.75; Provided the Chatsworth MBID Analyst with the Delinquent/Paid report; Continued the Chatsworth and Wilshire billing clean-up for 2018.

February 20 – February 23, 2018, the NBID analyst staff:

Presented 16 PBID Annual Planning reports in council for approval; Provided draft motions to CD-13 to continue the consultant activities for the proposed Hollywood Western and Echo Park BID formations; Reviewed the 3<sup>rd</sup> and 4<sup>th</sup> drafts of the Hollywood Entertainment District/Sunset & Vine Management District Plan (MDP) and Engineer's Report (ER) submission and advised the consultant of the City Clerk's feedback; Reviewed the 1<sup>st</sup> draft submission of the Historic Downtown MDP and ER with the consultant and BID director; Executed and mailed the 2018 Wilshire Center MBID Administration contract to the BID; Provided the City Attorney with requested documentation for the Venice Beach BID.

February 20 – February 23, 2018, the NBID Technical Research Unit:

Completed review of the data and MDP/ER for the Hollywood Entertainment District/Sunset & Vine renewal; Continued review of the MDP/ER of the Lincoln Heights BID renewal; Performed field investigations of businesses for 2018-19 list, researched returned mail for 2017-18 list for the Chatsworth MBID renewal; Researched data for the Venice Beach refund process; Completed MDP/ER data review for the Historic Downtown BID renewal; Continued petition review for the Arts District and Fashion District BIDs' renewals; Researched returned mail for the Wilshire MBID 2018 renewal.

February 20 – February 23, 2018, the NBID accounting staff:

Processed the February disbursement transmittals to the 37 property BIDs; Processed Govt parcel payments.

### **Business Improvement Districts (BIDs) Week Ending 3/2/18**

All reviews have been completed for the Hollywood Entertainment District/Sunset & Vine property-based BID and it has been approved to begin gathering petitions.

A public hearing was held in the Council's Economic Development Committee for the Wilmington MBID Annual Report with renewal recommendations and a draft Ordinance of Intention, and a Motion was introduced to continue the Hollywood Western BID formation.

A total of 706 government parcels have been billed to date totaling just under \$4M due to 31 BIDs.

### **Business Improvement Districts**

NBID activities the week ending 3/9/18:

March 5 – March 9, 2018, the NBID Clerical staff:

Cleaned up Los Feliz MBID accounts that require data updates for billing and closed out open invoices for accounts that TRU needed inactivated; Sent out Wilshire MBID delinquent notices:

Prepared for pending Wilmington MBID renewal notice package mail out; Requested Tarzana PBID billing profile test by Controller;  
Completed Govt. accounts upload that didn't take for direct-billing for various PBIDs.

March 5 – March 9, 2018, the NBID Technical Research Unit:

Reviewed and verified Arts District Los Angeles PBID renewal petition submissions of 49.65%;  
Reviewed and verified Fashion District PBID renewal petition submissions of 32.05%; Reviewed 2nd draft MDP/ER for Hollywood Media modification/early renewal.

March 5 – March 9, 2018, 2018, the NBID analyst staff:

Reviewed Lincoln Heights PBID - 2nd draft MDP & ER; Reviewed Historic Core PBID - 2nd draft MDP & ER; Reviewed Leimert Park Village PBID - 1st draft MDP & ER; Inspected North Hollywood BID; Delivered Los Feliz MBID contract for signature by BID; Mailed out consultant contract supplemental agreement for completion of Hollywood Western PBID formation; Attended Annual stakeholder meeting for the Los Angeles Tourism Marketing District BID; Attended Venice Beach PBID Board Meeting; Presented 3 PBID Annual Reports in Council; Presented 1 MBID Annual Report and Ordinance of Intention for Renewal of Levy of Assessment in Council; Prepared 3 draft Clerk Reports, summaries and draft ordinances of intention for upcoming Prop 218 procedures; Prepared draft contract for City Attorney review for consultant chosen from RFP process for the BID Public Information Campaign.

March 5 – March 9, 2018, the NBID accounting staff:

Processed BID account Encumbrances; Performed Vendor Customer Maintenance (VCMs); Processed BID invoice payments (PRCs); Reconciled Fund 53U Cash and Fund 659 (Trust Fund).

**Business Improvement Districts**

NBID activities the week ending 3/16/18:

March 12 – March 16, 2018, the NBID Clerical staff:

Prepared and mailed out 151 hearing notice packages to 151 stakeholders in the Wilmington Commercial MBID renewal on April 11th in Council.

March 12 – March 16, the NBID Technical Research Unit:

Reviewed petitions for Fashion District (currently at 40.26%); Reviewed petitions for BLQ-Pico (currently at 6.02%); Reviewed MDP/ER for Hollywood Media.

March 12 – March 16, 2018, the NBID analyst staff: Met with Lincoln Heights to discuss the 2nd draft review of the renewal MDP/ER; Met with Leimert Park 1st to discuss draft renewal MDP (no ER submitted); Phone conferenced with Historic Core (Downtown) re 2nd draft review of renewal MDP/ER; Met with Canoga Park and Council Office regarding renewal for 2020; Met with with CD 3 regarding possible Reseda BID formation; Executed the BID administration contract with Los Feliz Village BID Corporation; Mailed out 151 hearing notice packages to 151 stakeholders in the Wilmington Commercial MBID renewal on April 11th in Council; Submitted Council docs to CPS for the Wilmington MBID Final

Hearing; Submitted Clerk Report and City Attorney signed OOI for the Arts District Los Angeles renewal in Council; Prepared and submitted the NBID Division's 2028 Initiative plan for advancing the City's long term goals as requested by the Mayor for City Clerk ASD report.

March 12 – March 16 the NBID accounting staff:

Process Encumbrances (SC Documents) for County Remittances and City Parcel Payments to each BID; Process Payments (PRC Documents) after the Encumbrance; Prepare Trust Fund Reconciliation for the Month of February 2018; Moving of Files for Controller Retention.

### **Business Improvement Districts**

#### **NBID activities the week ending 4/6/18:**

##### **April 2 – April, 6, 2018, the NBID Clerical staff:**

Prepared and sent out Govt. parcel direct-billing delinquent notices; Reconciled and deleted unnecessary invoices due to ongoing FMS system issues; Completed Chatsworth MBID billing cycle, cleaned up accounts, coordinated with collections on late pays; Wilshire Center MBID delinquent notices became due on 4/2; Prepared and mailed final notices for Wilshire Center; Continued Los Feliz MBID billing cycle, updating accounts; Attended NBID section meeting for Accounting and Clerical staff.

##### **April 2 – April, 6, 2018, the NBID Technical Research Unit:**

Processed return mail for the Chatsworth, Los Feliz and Wilmington MBIDs (Wilmington Final Hearing/OOE in Council 4/11); Continued the review and verification of property BID renewal petitions for the Byzantine Latino Quarter (19.44%), Fashion District (47.76%), Historic Core (10.24%), Hollywood Entertainment District (41.40%), and Melrose (26.60%); Continued the update and preparation of the Arts District Los Angeles ownership and mailing data for Prop 218 balloting (OOI in Council 4/10); Reviewed the database and Engineer's Report for the Greater Lincoln Heights BID.

##### **April 2 – April, 6, 2018, the NBID Analyst staff:**

Performed inspections of the Century City and Westwood PBIDs on 3/29/18; Provided process details and an example Prop 218 ballot election mailer to Elections Division for PBID mail out discussion purposes; Prepared draft OOI and Clerk Report for 2019 Hollywood Entertainment District PBID renewal; Prepared management plan summary, notice and ballot materials for Arts District Los Angeles PBID mail out; Held staff meeting for NBID Accounting and Clerical sections to coordinate necessary functions between their operations; As of 4/4/18 all but two (2) of the nine (9) property-based BIDs that must renew by August 1<sup>st</sup> are out to petition or have reached 50% and are scheduled in Council (Arts District LA OOI in Council on 4/10).

##### **April 2 – April, 6, 2018, the NBID Accounting staff:**

Processed VCM to activate codes of BIDS and modify Address; Processed Payments and Encumbrances; Process BGAA's; Reconciled Trust Fund; Attended NBID section meeting for Accounting and Clerical staff.

#### **Business Improvement Districts (BIDs) Week Ending 4/13/18**

The annual stakeholder meeting for the Century City property-based BID was held this week.

Renewal petitions have been reviewed and verified for the Fashion District, Hollywood Entertainment District, Byzantine Latino Quarter and Historic Core property-based BIDs.

The Arts District LA property-based BID renewal Ordinance of Intention was adopted in City Council, as well as the Ordinance to Renew the levy assessment for the Wilmington Commercial Merchant BID.

### **Business Improvement Districts**

#### **NBID activities the week ending 4/20/18:**

##### **April 16 – April 20, 2018, the NBID Clerical staff:**

Prepared, folded, stuffed and mailed out 960 ballot packages for the Arts District Los Angeles 2019 PBID renewal; Uploaded 36 Tarzana PBID billing accounts; Received current Los Feliz MBID billing due on 4/19/18.

##### **April 16 – April 20, 2018, the NBID Technical Research Unit:**

Prepared and updated the Hollywood Entertainment District and Fashion District BIDs' ownership and mailing data for Prop 218 balloting; Performed inspection of the Historic Core (Downtown) BID; Continued verification of renewal petitions for the Byzantine Latino Quarter, Melrose, Historic Core and Greater Lincoln Heights PBIDs and remaining petition submissions from the Hollywood and Fashion District BIDs.

##### **April 16 – April 20, 2018, the NBID Analyst staff:**

960 Arts District Los Angeles 2019 PBID renewal Notice ballot packages prepared and mailed out for final hearing in Council June 5<sup>th</sup>; Prepared and mailed out the 2<sup>nd</sup> Supplemental Consultant Agreement for the completion of the proposed Echo Park BID formation; Executed Tarzana Safari Walk Administration for 2018-22; Little Tokyo MBID 2018 Renewal documents, Ordinance of Intention and Annual Report, submitted to Council to begin reconfirmation process; Greater Leimert Park PBID given greenlight (data finalized and MDP/ER approved) to gather petitions for 2019 renewal; PBID renewal documents for the Hollywood Entertainment District and Fashion District, (Clerk Transmittals, Ordinances of Intention, Management Plans and Engineers Reports for each) submitted to Council to begin the Prop 218 ballot renewal procedure; 5 of the 9 renewing property-based BIDs that must renew by August 1<sup>st</sup> have NOT YET completed their petition phases to begin their Prop 218 ballot re-establishment procedures.

##### **April 16 – April 20, 2018, the NBID Accounting staff:**

Processed refunds and reconciled overpayments; Processed encumbrances; Processed payments and researched rejected documents; Processed CRREs and researched reclassification errors; Produced bookkeeping documents analyzing Fund reports reconciliation.

### **Business Improvement Districts**

#### **NBID activities the week ending 4/27/18:**

##### **April 23 – April 27, 2018, the NBID Clerical staff:**

Cleaned-up Wilshire Center MBID billing account data, removing late fees and closing out invoices for inactive accounts before accounts get referred to collections; Cleaned up Los Feliz billing data updating customer ownership, closing out invoices for inactive accounts, updating mailing information, Delinquent notices due to go out on May 4th; Manually deleted all 36 invoices created the previous week. Requested contact phone number to be updated by the Controller and re-uploading data for billing mail out.

**April 23 – April 27, 2018, 2018, the NBID Technical Research Unit:**

Continued verification of 2019 PBID renewal petitions for Melrose, Historic Core, Lincoln Heights and Byzantine-Latino Quarter; Updated, corrected and standardized mail out data for Fashion District, Hollywood Entertainment District and Historic Core; Finalized the Venice Beach refund Spreadsheet; Processed Arts District balloting return mails.

**April 23 – April 27, 2018, 2018, the NBID Analyst staff:**

Held public hearings for 4 items in the Economic Development Committee, including the 2019 renewal Clerk Reports to Council and ordinances of intention for the Hollywood Entertainment District and Fashion District PBIDs, the 2018 Little Tokyo MBID Annual Report and renewal of assessment ordinance of intention and the 2018 Brentwood Village PBID Annual Report; Prepared the notices, management plan summaries and ballot documents for the PBID renewal mail outs for the Hollywood Entertainment District and Fashion District PBIDs; Prepared and sent reminder letters and template documents to the non-renewal PBIDs for their 2019 data submissions due June 1<sup>st</sup>; Prepared Division statistics and highlights for 2019-20 budget hearings.

**April 23 – April 27, 2018, the NBID Accounting staff:**

Processed encumbrances; Processed transmittals; Processed payments; Prepared and sent out Redemption and Paid/Levied Reports to the BIDs.

**Business Improvement Districts Week Ending May 4, 2018**

**Accounting**

Reconciled the BID Trust Fund, including processing General Benefit payments to BIDs and transferring the Recovery Fee from BIDs to the Fund. Prepared reports accordingly. Processed Wells Fargo deposits and cash receipts.

**Administration**

Prepared and compiled the Prop 2018 ballot packet for mailing to property owners in the proposed Hollywood Entertainment District and Fashion District BIDs. Set up FMS request for creation of the South Park Open Space billing profile by the Controller. Updated customer information on rejected documents from the lock box. Forwarded delinquent 2018 Wilshire BID accounts to collections. Sent out delinquent 2018 Los Feliz Village BID accounts. Participated in conference call discussion regarding the South Park Open Space Maintenance properties.

**Research**

Continued petition verification for renewing BIDs. Verified ownership and mailing addresses for ballot mailing to Fashion District BID property owners.

**Analysts**

Prepared notification to Venice Beach BID property owners regarding prorated refund of 2017

assessment funds. Prepared Clerk Report and OOI for BIDs projected to reach over 50 percent petitions in support of renewal. Finalizing corrections to MDP and ER for BID renewals. Participated in conference call discussion regarding the South Park Open Space Maintenance properties. Compiling requested documents in accordance with CPRA.

### **Business Improvement Districts**

#### **NBID activities the week ending 5/11/18:**

##### **May 7 – May 11, 2018, the NBID Clerical staff:**

Reprocessed Los Feliz MBID Delinquent Notices for phone number correction; Created Levied/Paid Report for Los Feliz MBID; Mailed out 659 ballot packages for the Hollywood Entertainment District PBID Prop 218 renewal election procedure; Mailed out 1,312 ballot packages for the Fashion District PBID Prop 218 renewal election procedure; Processed lien letter requests; Re-mailed Arts District Los Angeles PBID renewal returned mail ballots.

##### **May 7 – May 11, 2018, the NBID Technical Research Unit:**

Formatted and imported the property ownership database information for the Fashion District and Hollywood Entertainment District Prop 218 ballot mail outs and the Venice Beach refund into the BID application; Performed BID inspections of the South Los Angeles Industrial Tract and Central Avenue PBIDs; Continued verification of the 2019 PBID renewal petitions for the Melrose, Historic Core, and Lincoln Heights renewals; Fielded miscellaneous assessment-related requests from BIDs and consultants; Processed Arts District balloting return mails.

##### **May 7 – May 11, 2018, the NBID Analyst staff**

BLQ-Pico Blvd PBID renewal proponents achieved a 52.48% petition level this week, Analyst staff prepared Clerk Report documents and an ordinance of intention to proceed to ED Committee and Council to begin Prop 218 renewal procedure; Performed final check of data/ownership of the Fashion District PBID renewal for printing of ballots; Drafted Clerk report and OOI for Historic Core and Melrose; Finalized the Venice Beach 2017 assessment refund notice and affidavit for pending mail out; Drafted 2019 PBID assessment data submission reminder letters to the non-renewal PBIDs; Prepared ballot packages and mailed 659 notices for the Hollywood Entertainment District and 1,312 notices for the Fashion District PBID renewals for their final hearing in Council on June 26<sup>th</sup>.

##### **May 7 – May 11, 2018, the NBID Accounting staff:**

Calculated and reconciled individual BIDs' payments broken down by SAS collections, interest, and County Remittances, Updated BGAA Toolkit for the Controller; Processed BGAA's; Reconciled Balances from Inactive Accounts.

### **Business Improvement Districts**

#### **NBID activities the week ending 5/18/18:**

##### **May 14 – May 18, 2018, the NBID Clerical staff:**

Processed stakeholder requests for account updates for Wilshire, Chatsworth and Los Feliz MBIDs; Provided invoice copies to accounting for accounts paid without payment tickets; Began using Office of Finance portal that is once again available for electronic BID assessment payments; Provided Government payment reports to all BIDs; Received and processed return mails for Arts District, Fashion District and Hollywood Entertainment District Balloting; Processed lien letter request.

**May 14 – May 18, 2018, the NBID Technical Research Unit:**

Reviewed and verified renewal petition submissions for Melrose, Lincoln Heights, Leimert Park and Historic Core; Reviewed, researched and updated information as necessary for Arts District, Fashion District and Hollywood Entertainment balloting return mails; Performed BID inspections for Hollywood Media and Encino.

**May 14 – May 18, 2018, the NBID analyst staff:**

Completed and posted Clerk Reports, Draft OOs and final MDPs and ERs to NOVUS for the BLQ-Pico and Historic Core P BID hearings in the Economic Development Committee and Council to begin their Prop 218 renewal elections; Prepared hearing notice for Little Tokyo Village BID renewal mailout, OOI adopted in Council 5/15; Prepared Venice Beach BID 2017 assessment refund mailout for 5/18; Executed 2nd Supplemental contract for Echo Park BID formation; Arranged meeting with LAUSD Facilities Operations Director and BID staff regarding LAUSD properties in BIDs and assessment payments.

**May 14 – May 18, 2018 the NBID accounting staff:**

Reconciled Apple One Payment; Processed BID encumbrances, invoices and refunds; Processed CRREs to reclassify deposits to BIDs; Processed BGAAAs for increased Appropriations; Processed VCMs to modify BID addresses.

**Business Improvement Districts**

**NBID activities the week ending 5/25/18:**

**May 21 – May 25, 2018, the NBID Clerical staff:**

Updated Wilmington MBID accounts in FMS for upload and billing; Cleaned up Los Feliz MBID accounts for invoice final notice mail out; Re-mailed returned ballots for the Arts District Los Angeles, Fashion District and Hollywood Entertainment District PBID renewals and Venice Beach refund affidavit notices return mail; Processed two Lien Letters; Mailed out 300 Little Tokyo MBID renewal Ordinances of Intention and Hearing Notices.

**May 21 – May 25, 2018, the NBID Technical Research Unit:**

Processed returned mail and affidavits of replacement ballots for the Fashion District, Arts District Los Angeles and Hollywood Entertainment District PBID renewals; Processed data updates for the proposed renewals of the BLQ-Pico, Historic Core and Melrose PBIDs; Processed public records requests; Processed final ownership/mailing address verifications for the BLQ-Pico renewal ballots; Reviewed MDP, ER and databases for the reduced Greater Lincoln Heights PBID proposed renewal.

**May 21 – May 25, 2018, the NBID Analyst staff**

Mailed out the Venice Beach 2017 assessment refund notice and affidavits; Mailed out the Little Tokyo renewal notices; Mailed PBID assessment data submission reminder letters to the non-renewal PBIDs for placement on the County's 2019 tax rolls; Held public hearings for 3 items in the Economic Development Committee to begin the renewal process for the BLQ-Pico, Historic Core and Melrose PBIDs; Had the Brentwood 2018 Annual Planning Report approved in Council; Attended the Fashion District 2018 Annual Stakeholders meeting; Researched the sources and histories of inactive BID funds and regulations regarding escheating them to the City; Researched the history of LAUSD BID payments; Processed numerous ongoing public records requests.

**May 21 – May 25, 2018, the NBID Accounting staff:**

Set up encumbrances in FMS for BID funds; Sent out monthly fund-available transmittals to all BIDs; Applied payments from rejected lockbox checks to correct invoices; Assisted BID Analyst staff with payment inquiries and verifications.

**Business Improvement Districts****NBID activities the week ending 6/1/18:****May 29 – June 1, 2018, the NBID Clerical staff:**

Uploaded 151 Wilmington MBID accounts for billing; Prepared PBID renewal mail out materials for Melrose and BLQ-Pico; Fulfilled Fashion District and Hollywood Entertainment District PBID renewal requests for replacement ballot affidavits; Processed returned mail for the 3 PBID renewals currently out to ballot; Processed return mails for the Venice Beach refund affidavits.

**May 29 – June 1, 2018, the NBID Technical Research Unit:**

Processed Venice Beach refund affidavits; Performed ownership and mailing address updates for the three upcoming PBID renewal mail outs of Melrose, BLQ-Pico and Historic Core; Researched and processed returned mail ballots for the 3 PBID renewals currently out to ballot of Arts District, Fashion District and Hollywood Entertainment District and some for the finalized Tarzana PBID election that were recently returned; Compiled BID Application wish list for the meeting with Systems.

**May 29 – June 1, 2018, 2018, the NBID Analyst staff**

Arranged for three (3) PBID renewal ordinances of intention, BLQ-Pico Blvd, Melrose and Historic Core to be adopted in Council; Prepared notices, management plan summaries and ballot documents for these 3 PBID renewal mail outs BLQ-Pico Blvd, Melrose and Historic Core; Fulfilled and processed numerous Public-Records requests.

**May 29 – June 1, 2018, the NBID Accounting staff:**

Processed payments thru PRCs; Processed encumbrance thru SCs; Processed refunds thru RFs; Processed a modification of address for Westwood; Analyzed and updated Government Reports and County Remittance Report for May 2018.

**Business Improvement Districts****NBID activities the week ending 6/8/18:**



**June 4 – June 8, 2018, the NBID Clerical staff:**

156 Melrose and 184 BLQ-Pico 2019 PBID renewal Notice/Ballot packages prepared, folded, stuffed and mailed out for final hearing in Council July 31<sup>st</sup>; processed 1 Lien Letter Request; Generated Wilmington MBID billing report for the BID director; Staffed public viewing of the Arts District Los Angeles 2019 PBID renewal ballot tabulation; Re-mailed processed returned ballots for the Fashion District and Hollywood Entertainment District PBID 2019 renewals currently in progress.

**June 4 – June 8, 2018, the NBID Technical Research Unit:**

Processed Venice Beach refund affidavits; Performed ownership and mailing address updates for the Historic Core and Greater Lincoln Heights PBID renewal mail outs; Researched and processed returned mail ballots for the Fashion District and Hollywood Entertainment District PBID 2019 renewals currently in progress; Performed the Arts District Los Angeles 2019 PBID renewal ballot tabulation; Processed Little Tokyo returned mails; Performed on-going parcel and assessment research for BID's submitting their annual data for placement on the County's 2019 tax rolls; Responded to the Office of Finance's outside Auditor's Request for Information (RFI) for the Los Angeles Tourism Marketing District's audit.

**June 4 – June 8, 2018, the NBID Analyst staff**

Held the Final Public Hearing in Council for the Arts District Los Angeles 2019 PBID renewal, coordinated the ballot tabulation and created a tabulation report for Council and had the renewal ordinance of establishment adopted in Council; Prepared the Melrose PBID and Historic Core PBID's Prop 218 Balloting packets for mailing; Prepared a Clerk Report and ordinance of intention for the Lincoln Heights PBID scheduled for public hearing in Council on June 12th; Prepared Lincoln Heights PBID Prop 218 Balloting packet for mailing; Responded to several requests for documents under CPRA. Continued working on refund of 2017 prorated assessments for Venice Beach PBID stakeholders; Responded to the Office of Finance's outside Auditor's Request for Information (RFI) for the Los Angeles Tourism Marketing District's audit.

**June 4 – June 8, 2018, the NBID Accounting staff:**

Reconciled LATMD 2016 Payments for the Office of Finance's outside Auditor's Request for Information (RFI) for the Los Angeles Tourism Marketing District's audit; Processed, reviewed and approved various payments through PRC; Reconciled Trust Fund/Bookkeeping; Processed various encumbrances; Prepared Fiscal Year-end Closing.

**Business Improvement Districts****NBID activities the week ending 6/15/18:****June 11 – June 15, 2018, the NBID Clerical staff:**

Created and mailed Los Feliz MBID 2018 final notices totaling 80 accounts for \$22,500.00; Created and mailed out Tarzana Safari Walk 2018 PBID Delinquent Notices totaling 12 accounts for \$35,300.00; Conducted Senior Admin Clerk interviews to fill vacant position; Processed and re-mailed Returned Mail ballots for the Fashion District and Hollywood Entertainment District PBID Prop 218 renewals currently in progress; Performed an audit of the 2018 Government Payment Report for delinquent accounts; Sent each of the PBIDs an updated Government Payment Report for May 2018; Copied, folded, stuffed and mailed out 166 Prop 218 ballot packages for the Greater Lincoln Heights PBID renewal

**June 11 – June 15, 2018, the NBID Technical Research Unit:**

Processed Venice Beach BID refund affidavits; Researched and processed Returned Mail ballots for the Fashion District and Hollywood Entertainment District PBID Prop 218 renewals currently in progress; Performed BID inspections; Fulfilled various CPRA requests.

**June 11 – June 15, 2018, the NBID analyst staff:**

Met with City Attorney and attended the Budget and Finance Committee meeting answering the Committee members' questions regarding the Motion to amend the 659 Fund Ordinance that was subsequently approved at that meeting; Created and mailed out 803 Prop 218 ballot packages for the Historic Core PBID renewal; Drafted a Clerk Report to Council and an Ordinance of Intention for the re-establishment of the Greater Lincoln Heights PBID, had the ordinance signed by the City Attorney and the Clerk Report signed by the City Clerk, posted these items to CPS' NOVUS, held a Public Hearing in Council for these items, at which, the Ordinance was adopted by Council and signed by the Acting Mayor; Created, copied, folded, stuffed and mailed out 166 Prop 218 ballot packages for the Greater Lincoln Heights PBID renewal; Finalized and mailed out two original draft copies of the Wilmington Commercial MBID 2018 administration contract for signature and return by the BID; Sent out the 3rd and final renewal reminder letters to the 5 PBIDs renewing for 2020; Sent out the 1st of 3 renewal reminder letters to the 7 PBIDs renewing for 2021; Attended process-mapping development progress meeting; Processed BID invoices and verified contract compliance for submission to Accounting; Provided Request-for-Information LATMD documents to Office of Finance outside auditor; Fulfilled various CPRA requests.

**June 11 – June 15, 2018 the NBID accounting staff:**

Processed and approved all Appropriations thru BGAAAs; Processed and approved Journal Vouchers; Printed all LATMD payments and transfer documents for LATMD Audit; Printed all supporting documents to attach each PRC or GAX documents; Performed Trust Fund Reconciliation and Balance Sheet Accounts Reconciliation.